It is recommended to discuss the following items with those coordinating the Aggie Muster ceremony to best prepare and tailor remarks for the event and audience.

Event Name:
Event Date: Event Time:
Event Location & Address:
Event Hosted By:
Primary Event Contact
   Name
   E-mail
   Primary Phone
Preferred Contact & Cell Phone Number on the Day of the Event
Secondary Contact & Cell Phone Number on the Day of the Event
Expected # attendance:
Attire is: Casual/Business/Formal
Suggested length of remarks (minutes):
Who will introduce the speaker?

BACKGROUND FOR REMARKS
What is the run-of-show/agenda/program order?
Is there a meal?
Outside of those on the roll call, will anyone specific be recognized or honored? What will they specifically be recognized for?
Tone of event:
Any specific items to cover other than the speech?

GENERAL
Who is the audience?
Is there anyone of special significance in the audience?
Does the speaker have any personal stories related to the audience?
Will the speaker be on a raised stage? Will a podium be available?
Is the room equipped with a microphone?
Will a photographer be present? (please include contact info)
Does the venue have a projector? Laptop hookup? Internet availability? Sound?