



## United States Attorney's Office Southern District of Ohio

The U.S. Attorney's Office is often asked to make its personnel available to speak to schools, community organizations, business associations, and other groups. We view community engagement as a significant part of our mission. If you wish to include the U.S. Attorney's Office in an upcoming event, please fill out the online form below and email it to Wendie Jackson at [Wendie.Jackson@usdoj.gov](mailto:Wendie.Jackson@usdoj.gov).

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### Scheduling/Speaker Request

#### Contact Information

First Name:

Last Name:

Street Address:

City:

State:

Zip:

Phone:

Email:

Verify Email:

#### Event Details

- Name and description of event:
  - What is the purpose of the event?
  - Event website:
- When is the event (date)?

- Time of the event (start and expected end time of event)?
- What specific time is the U.S. Attorney's Office requested to participate and for how long?
- Is this an in-person event, or online?
  - If in-person, physical address of the event:
  - If online, platform (e.g., Zoom, GoToMeeting, etc.):
- Name and brief description of host organization:
  - Host organization website:
- Role of requested USAO attendee:
  - Keynote speaker:
  - One of several speakers:
  - Panelist:
  - Attendee:
  - Other (describe):
- Requested topic of speech or presentation:
  
- Q&A?  
Yes  
No  
If yes, length of time allotted:
  
- Audiovisual capabilities?  
Yes  
No
  
- Are you requesting a specific person or position from the USAO?

- If so, please provide the name and position of the person, if known, and, if applicable, a brief explanation as to why that person or position in particular is requested:

- Expected media coverage?

Yes

No

- Other information you believe we should know: