 **Remarks Request for XXX**

**Event Name:**

**Event Date:**

**Event Time:**

**Event Host(s):**

**DCCC Staff Contact:**

**Deadline:**

**Speaking Program Details:**

**Event Timeline:**

**Members Attending:**

**Event Details**

**Location & Setting:**

**Audience Size:**

**Audience Affiliations:**

**Host(s) Bio and any Special Instructions for Host Acknowledgment:**

**Topic of Remarks:**