

NATIONAL GUARD ASSOCIATION OF THE UNITED STATES
State Visit Request Form



NAME	ORGANIZATION	ADDRESS
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PHONE NUMBER (OPTIONAL)	(ATTACH LIST OF ATTENDEES IF AVAILABLE)
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POINT OF CONTACT

NAME	JOB TITLE		
EMAIL ADDRESS	PHONE NUMBER		
HOME ADDRESS	CITY	STATE	ZIP CODE

ALTERNATE POINT OF CONTACT

NAME	JOB TITLE		
EMAIL ADDRESS	PHONE NUMBER		

FUNCTION SPACE

The following rooms are available for State Visits. Both areas have full audio/visual and PowerPoint capabilities. Please select the required room and provide the date and time.

- Assembly Room** Date _____ Time _____
The official NGAUS boardroom is best suited for briefings and meetings. Can hold up to 40 people. Food and beverages are NOT allowed.
- The Hall of States** Date _____ Time _____
This spacious hall can be used for meetings, meals, and reception space. See "Hall of States Configuration" section for seating and capacity options. Food and beverages are allowed.

AUDIO VISUAL

- Podium with microphone
- Front Projection Screen and 600000 LUX LED Projector
- 4 Channel Mixer (required with one or more Stereo Mics)
- Stereo Desktop Microphones (1-2)
- Loudspeakers (2)
- Wireless handheld mics (1-2)

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Please return to the NGAUS Administrative Assistant to the Chief of Staff

Email: NAUS.Reservations@nga.us | Fax: 202-482-0773 | Phone: 202-454-5205

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