



**Guest Appearance Questionnaire/Information**  
**Lisa Loury Lomas, PhD, Eastern Area Director**

*Please Email completed document to:*

**Link Sonya L. Greene Eastern Area Protocol Co-Chair**

[EAProtocol@gmail.com](mailto:EAProtocol@gmail.com)

with a copy to Link Raneene CW James, Eastern Area Operations Administrator

[linkraneene@gmail.com](mailto:linkraneene@gmail.com)

**(Kindly submit at least four (4) weeks prior to the date of the event)**

**Chapter Information**

|               |                      |  |
|---------------|----------------------|--|
| Chapter Name: | City                 |  |
|               | State (two letters): |  |

**Primary Contact:**

|        |  |        |  |
|--------|--|--------|--|
| Name:  |  | Email: |  |
| Title: |  | Phone: |  |

**Secondary Contact:**

|        |  |        |  |
|--------|--|--------|--|
| Name:  |  | Email: |  |
| Title: |  | Phone: |  |

**Day of Event Escort::**

|        |  |        |  |
|--------|--|--------|--|
| Name:  |  | Email: |  |
| Title: |  | Phone: |  |

**Event Details**

|             |  |                   |  |
|-------------|--|-------------------|--|
| Event Date: |  | Event Start Time: |  |
|             |  | Event End Time:   |  |

|                       |  |  |  |
|-----------------------|--|--|--|
| Event Title or Theme: |  |  |  |
| Purpose of Event:     |  |  |  |

|         |  |                        |
|---------|--|------------------------|
| Attire: | <input type="checkbox"/> Casual <input type="checkbox"/> Business <input type="checkbox"/> Business Casual<br><input type="checkbox"/> Semi-Formal <input type="checkbox"/> Formal | Specific color scheme: |
|---------|--|------------------------|

|                            |  |          |
|----------------------------|--|----------|
| Will non-Links be present? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Name(s): |
|----------------------------|--|----------|

|  |  |  |
|--|--|--|
| Participating Links Dignitaries <i>Please indicate if she will provide greetings or remarks.</i><br><b>Note: The Area Director speaks prior to the National President.</b> | National President/Designee  | Other (e.g., Executive Council, Area Officers, etc.)<br><br>Remarks <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Allotted time: |
|  | Remarks <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Allotted time: |  |

|  |  |  |  |
|--|--|--|--|
| Agenda and Run of Show                               |  |  |  |
| <i>Both must be submitted within 1 week of event</i> |  |  |  |

|              |  |                                    |                                  |
|--------------|--|------------------------------------|----------------------------------|
| (Select One) | <input type="checkbox"/> Guest Speaker | <input type="checkbox"/> Greetings | <input type="checkbox"/> Remarks |
|--------------|--|------------------------------------|----------------------------------|

|                |  |  |  |
|----------------|--|--|--|
| Time allotted: |  |  |  |
|----------------|--|--|--|

|                |  |  |  |
|----------------|--|--|--|
| Subject/Topic: |  |  |  |
|----------------|--|--|--|

Specific items/awards/recognitions to be noted:

**Request Details** (*Name of the person introducing the EAD*) *If other dignitaries are attending, provide that information in the **Events Details section under Participating Links/Dignitaries.***

**Event Summary** (*limit to 200 words or less*)

**The Area Director or her designee may be provided a courtesy as an indication of appreciation and affection. Should your chapter choose to exercise this option, which may be a gift, gift card or any expression of your choice, Link Lisa's information is included.**

Dr. Lisa Loury Lomas  
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Ellicott City, MD 21043  
C: 202-423-9891 | Website: [www.ealinks.org](http://www.ealinks.org)  
Email Address: [EADLisaLL@gmail.com](mailto:EADLisaLL@gmail.com)

**Link Lisa's favorite things include:**

**Beverages and Snacks**

Flavored Vodka  
Smart popcorn and flavored almonds  
Smart water and Coke Zero

**Color**

Blue

**Cuisine**

Seafood

**Past-Times**

Reading and word games

**Flowers**

All fresh flowers, particularly tulips and roses