**USAREUR-AF Commanding General Office Call with**

**NAME OF VISITOR**

**OFFICIAL TITLE OF VISITOR**

**DTG OF VISITOR’S TIME WITH CG**

**Bottom Line:**

**Background:**

* **PROVIDE THE HISTORICAL CONTEXT RELATED TO THE VISIT (SPECIFICALLY, WHY THE VISITOR WANTS TO VISIT, WHAT THE VISITOR WANTS TO DISCUSS, WHAT THE VISITOR WANTS FROM THE CG, AND WHAT BACKGROUND INFORMATION THE CG WILL NEED FOR THE DISCUSSION).**

**Talking Points:**

**PROVIDE TALKING POINTS BASED ON THE SIX CATEGORIES BELOW. YOU CAN USE ALL OR ANY COMBINATION OF THE SIX CATEGORIES, BUT NEED NOT USE ALL SIX. YOU CAN ALSO USE EACH CATEGORY MORE THAN ONCE. HOWEVER MANY POINTS YOU USE, THEY MUST BE LISTED IN ORDER OF PRIORITY WITH THE MOST IMPORTANT POINT FIRST.**

* **THANK**
* **INFORM**
* **CONFIRM**
* **ACKNOWLEDGE**
* **ASK**
* **UPDATE**

Prepared by **YOUR NAME AND PHONE NUMBER**

**USE AS MANY CARDS AS NEEDED, BUT TAILOR TO THE LENGTH OF YOUR ENGAGEMENT.**