

Congressman J. Randy Forbes

Appearance Request Form

Please print or type

Event:

Description of Event:

Host of Event:

Date of Event:

Time to Begin:

Time to End:

Location and Address of Event:

Invited Media (if applicable):

Attire (circle): Black Tie/Formal Semi-Formal Business Business Casual Casual

Congressman Forbes' Role:

Length of Speech, If Speaking:

Topic of Speech:

Wireless Microphone Available (circle): Yes No

Number in Attendance:

Description of Audience:

Name of Event Coordinator:

Title:

Office Number:

Cell Number:

Email Address:

Mailing Address:

Contact Name/Number at Event:

The following **must** be submitted with this request:

- Background information on event
- Driving directions to event
- Detailed parking instructions

Please forward all requests to:

Bonnie Benn, Scheduler

Bonnie.Benn@mail.house.gov

P 202-225-6365/F 202-226-1170