|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Scheduling Point of Contact** | | **Organization** | **Email** | | **Phone Number** |
|  | |  |  | |  |
| **Today’s Date** | **Date of Event/Preferred Meeting Date** | | | **Event/Meeting Location** | |
|  |  | | |  | |

**Meeting Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Detailed Description of Meeting (including specific topics to be discussed, bill #’s and titles)** | | | |
|  | | | |
| **Attendees Name** | **Organization/Job Title** | **E-mail** | **Address** |
|  |  |  |  |
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**Event or Speaking Engagement Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Description** | | | |
|  | | | |
| **Other Speakers/Honorees** | | **Topics discussed by speakers if applicable** | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
| **Speaking Duration (minutes)** | **Proposed Speaking Time** | **Flexible?** | **Types of Media Present** |
|  |  |  |  |
| **Proposed Speaking Topic** | | | |
|  | | | |