



**Official Schedule Request Form
First Lady Sandra Deal**

Date Submitted: _____

Event Name: _____

Affiliated Organizations (if applicable): _____

Event Date: _____ Event Time: _____

Event Location: _____

Address: _____

Location Phone: _____ Location Fax: _____

County: _____ Congressional District: _____

Will event be indoors or outdoors? _____ Meal (or snacks) served at event? _____

Event Contact: _____

Phone (Work) _____ (Home) _____ (Cell) _____

Mailing Address _____

City _____ State _____ Zip _____

Email _____

Media Relations Contact _____ Phone _____

Other Event Contact (in case of emergency) _____ Phone _____

Purpose of Event: _____

History of Event: _____

Type of Event: Personal Meeting _____ Political _____ Civic _____ Other _____

Attire: Casual _____ Business _____ Black Tie _____

The Role of the First Lady at the event:

_____ Featured Speaker/Guest _____ Introduced and Brief Remarks _____ Forum

_____ Many elected officials _____ Recognized

Details about the group/audience that would be helpful to the First Lady (i.e. background on the organization, organization website, representatives of a specific region, audience’s interests). Background information may also be faxed/emailed.

List (or fax) the key issues of importance to the organization and/or specific issues that the group would like the First Lady to address:

Other officials or special guests to attend: _____

Number of Attendees? _____ Open to the Public? _____ Media to Attend? _____

Who else will speaking? (Names and Titles) _____

Approximate time the First Lady will be introduced to speak: _____

What takes place immediately before the First Lady speaks? _____

And immediately after? _____

Who will introduce the First Lady? (Name/Title) _____

Who will be seated with the First Lady? _____
