



Official Event Request Form

(2-weeks Advance Notification of Request is Appreciated)

Date Submitted: _____

Event Name: _____

Affiliated Organizations (if applicable): _____

Event Date: _____ Time: _____

Event Location: _____

Contact: _____ Position/Title: _____

Phone (Work) _____ (Cell) _____

Mailing Address _____

City _____ State _____ Zip _____

Email _____

The Role of the DA at the event: *Place (X) next to most appropriate*

- Featured Speaker/Keynote
- Panelist
- Brief Remarks
- Greetings
- Invocation
- Recognized Guest
- Other (explain) _____

Other officials or special guests attending: _____

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

Parking Arrangements? _____

Event Details & Attire: _____
