

## To Invite Lt. Governor Lawton to Your Event

If you would like to invite Lieutenant Governor Barbara Lawton to attend your event, please use this form to ensure accurate and timely scheduling. Please fill in all the requested information and add as much detail as possible. We will give your request consideration as soon as all information is complete.

A few things to know about our scheduling process:

With rare exceptions, we are not able to confirm dates more than three months out from the time you contact us. The Lt. Governor is unlikely to accept an invitation that does not include the opportunity to speak.

<b><u>Name of Event:</u></b> (Please specify if this is a stand-alone event or part of a conference. Please include or send entire conference agenda)	
<b><u>Sponsoring Group:</u></b>	
<b><u>Description of your organization:</u></b> (Include website link or send copy of annual report or other materials that may be helpful)	
<b><u>Date(s) of Event</u></b>	<b><u>Date of Lt. Governor's appearance:</u></b>
<b><u>Starting Time of Event:</u></b>	<b><u>Starting Time of Speech:</u></b>
<b><u>Length of Speech</u></b>	<b><u>Ending Time of Speech:</u></b>
<b><u>Person Introducing Lt. Governor Lawton:</u></b>	
<b><u>Will there be a Podium Available?:</u></b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b><u>Topic of Speech:</u></b>	
<b><u>Purpose of Speech:</u></b> (what would you like Lt. Governor Lawton to accomplish with this speech?)	
<b><u>Number of Attending:</u></b>	<b><u>Location Name:</u></b>
<b><u>Person Assigned to Meet Lt. Governor Upon Arrival</u></b>	<b><u>Building Entrance:</u></b>

<b><u>Driving Directions (include landmarks):</u></b>		
<b><u>Mobile Phone Number:</u></b>		<b><u>Address of Event Site:</u></b>
<b><u>Phone at Event:</u></b>		
<b><u>Seating Arrangements for Lt. Governor Lawton:</u></b>		<b><u>Designated Parking:</u></b>
<b><u>Media Plans:</u></b>		
<b><u>Contact Person in Your Organization for this Event:</u></b>		
<b><u>Email:</u></b>	<b><u>Phone:</u></b>	<b><u>Evening or Mobile:</u></b>

*For Office Use Only*

Date request received:	Approved by Lt. Governor:
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