

## Scheduling Request Form Congressman Geoff Davis

To schedule a meeting with Congressman Davis or to request Congressman Davis' attendance at your event, print and complete the scheduling request form below. Please fax the completed form to his Washington, D.C. office at (202) 225-0003.

Today's Date: \_\_\_\_\_

**Date of Meeting/Event:** \_\_\_\_\_ **Preferred Time:** \_\_\_\_\_

Other Date/Time Options: \_\_\_\_\_

Purpose/Topic/Title of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Participants: \_\_\_\_\_

\_\_\_\_\_

Event Host(s): \_\_\_\_\_

Meeting Location/Address: \_\_\_\_\_

\_\_\_\_\_

**Would you like Congressman Davis to speak at this event?      Yes      No**

Are members of the press invited to attend this meeting/event?

\_\_\_\_\_

POC: \_\_\_\_\_

Phone: (Work\*) \_\_\_\_\_ (Cell\*) \_\_\_\_\_

\*Required

E-mail: \_\_\_\_\_

Additional Details/Background: \_\_\_\_\_

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