



OFFICE OF THE GOVERNOR

REQUEST FOR APPEARANCE BY GOVERNOR JOHN HOEVEN

Organization Making Request		Address	
Point of Contact	Phone No.	Cell Phone	Email Address
Name of Event			Media Expected?
Date of Event	Start time / End time	Time Governor requested to speak	
Event Location	Address		
Governor's Role at Event			
Event & Background Information <i>(Please provide a copy of any new release and agenda, if available)</i>			
Targeted Audience		Expected Number Attending	
Dignitaries or Speakers <i>Invited</i>:			
Dignitaries or Speakers <i>Confirmed</i>:			
Will consider Lt. Governor if Governor is unavailable?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Send Greeting Letter if Governor and Lt. Governor unable to attend?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other Comments			

NOTE: Because the Governor's schedule is so fluid, we usually do not commit to appearances more than three to four weeks in advance. Should you have any questions or concerns in the meantime, please contact the governor's scheduler, Marilyn Wagner, at 328-2200. Thank you.