

Scheduling Request Form

Event title:

Event type (meeting, gala, ribbon-cutting, etc.):

Organization/Department submitting request:

Date of event:

Location of event (address and specific room):

Requested time frame of attendance:

Full time frame of the event:

Author of this form:

Phone number:

On-site contact person:

Mobile number:

Backup on-site contact person (required):

Phone number:

Event Description:

Mayor Kenney's Role:

Attire:

Will there be a podium at the event?

Mayor will be greeted by:

Mayor will be introduced by (if applicable):

Agenda/Program:

Number of anticipated attendees:

Hashtag or Twitter handle for your event:

Other confirmed dignitaries/elected officials:

Please identify people who should be recognized (in remarks) by Mayor:

Suggested length of remarks (if applicable):

Suggested topic of remarks:

Is this event open to the press?:

FYI: if you request this event to be open to the press, it will be included on Mayor Kenney's public schedule. It will be emailed to media outlets the day before the event.

Do you have any other scheduling comments/concerns?: