

Event Request for BWC Administrator Marsha Ryan

Event: _____ Event Date: _____

Address: _____

City: _____ State: _____ ZIP: _____

Location (i.e. room number, auditorium, etc.): _____

Start time: _____ AM PM End time: _____ AM PM

Administrator to arrive: _____ AM PM To depart: _____ AM PM

Describe audience (ie: local business leaders, etc.):

Audience size: _____ Audience will be: seated standing dining

Is the event open to the media? yes no

Requested of the Administrator:

Attend only Welcome Introduction Brief remarks Keynote

Name/title of person introducing Administrator: _____

Expected length of remarks: _____

Brief description of event/focus of remarks:

Persons who should be recognized in remarks: (ie: local dignitaries, company stakeholders, etc.)

Other needs/recognitions: (ie: present award, photos)

Contact Information:

Name of Organization: _____

Name of Event Organizer: _____ Title: _____

Phone: _____ Alt. Phone: _____

Email address: _____