



EVENT REQUEST FORM

This document will assist the Supervisor's staff in coordinating his attendance or participation at your event. Please complete the following form and include the requested supporting information in an e-mail to D5scheduling@pima.gov.

Contact Information

Name of requestor

Organization

Phone (business)

Phone (mobile)

E-Mail

Event Information

Name of event

Event date (MM/DD/YY)

Type of event

Location (address)

Event starts at

Event ends at

Role of Supervisor Elías

Speaker— welcome remarks (3-5 minutes)

Speaker— brief remarks (less than 15 min)

Speaker— keynote address (15 minutes or more)

Panel participant

Attendee only

Other (please specify below)

Purpose of Supervisor's participation

Please provide the following information in the body of your e-mail sent to D5scheduling@pima.gov.

- ✓ Number of guests expected at the event.
- ✓ A list of other dignitaries, special guests, and elected officials on the event program.
- ✓ The name & title of the person introducing the Supervisor, if applicable.
- ✓ Any supporting electronic flyer, graphic, or invitation summarizing the event.

Office Use Only:

Approved

Tentative

Declined

Staff delegate:

Notes: