**REQUEST FOR**

**MAYOR SANDY STIMPSON’S**

**ATTENDANCE OR PARTICIPATION**

When an event is scheduled on the Mayor’s Calendar, the following information is requested to assure that our office meets the goals and objectives for the event. Please supply complete information and update the Office of the Mayor with changes or modifications.

**Contact Information**

**`**

First Name: Click here to enter text. Last Name: Click here to enter text.

 Organization: Click here to enter text.

 *(If applicable)*

 Work Phone: Click here to enter text. Cell Phone: Click here to enter text.

Email Click here to enter text.

Day of the week:M, Tu, W, Th, F, Sat, SunStart Time: Click here to enter text.

 Date of event: Click here to enter text. End Time: Click here to enter text.

 Event Location:  Click here to enter text.

 List other members of the City Administration/Mayor’s wife who will be invited to attend:

 Click here to enter text.

 Event Atmosphere (and dress): [ ]  Business [ ]  Casual [ ]  Formal (Black Tie)

Purpose of Meeting or Event: Click here to enter text.

Description of Event: Click here to enter text.

Type of Event (Speaking (time allotted, Meeting, etc.): Click here to enter text.

Will the Mayor participate or attend this event? [ ]  Participation [ ]  Attendance Only

 Mayor’s Role: Click here to enter text.

 Topics Discussion: Click here to enter text.