

**Office of Mayor Virg Bernero
Mayor Event Appearance Request Form**

**Please attach agenda/program outlining participants & other invited Public Officials
For your preparations, please note that the Mayor will be accompanied by staff**

Date of Event: _____ Time Begin: _____ Time End: _____

Purpose of Event: _____

Event Coordinator (name/title/organization): _____

Affiliation/Sponsor: _____

Address of Event: _____

Event Coordinator Telephone: _____ Cellular Number: _____

Fax Number: _____ Email: _____

Who will meet the Mayor upon arrival (name/title): _____

Mayor's Participation: Meet and Greet Speak Present Proclamation

Other (explain): _____

NOTE: A program outline w/participants is requested upon submission or at least 3 days prior to the event.

In the event of a conflict with the Mayor's schedule, would you accept a Representative of the Mayor's Administration to participate on his behalf? Yes No

If applicable, presentation topic: _____

If applicable, please provide talking points and background information of event/organization:

If applicable, exact time Mayor's participation requested: _____

Who will introduce the Mayor (title/organization): _____

Target Audience: _____

Expected # in Attendance: _____

Due to the high demand for the Mayor's presence, all petitions for appointments are requested to be submitted 3 weeks prior to the event.

Information Obtained/Submitted By: _____ Date: _____

Mayor's Approval/Comments: YES NO

Send Completed Request To:
Mail: Office of Mayor Bernero, 124 W. Michigan Avenue, 9 th Fl, City Hall Lansing, MI 48933 – 517: 483-4141
Email: rfreeman@lansingmi.gov
Fax: 517-483-6066