

# SCHEDULING SHEET FOR LT. GOVERNOR

DATE OF REQUEST: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

BY WHOM: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ DAY OF EVENT: \_\_\_\_\_

TIME: \_\_\_\_\_ DRESS: \_\_\_\_\_

NAME OF ENTITY / ORGANIZATION: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

LOCATION / ADDRESS OF EVENT: \_\_\_\_\_

TRANSPORTATION? \_\_\_\_\_

PARTICIPATION: Speaking? \_\_\_\_\_ How long? \_\_\_\_\_ Attending? \_\_\_\_\_

Topic(s) or Details re Participation: \_\_\_\_\_

Need talking points? \_\_\_\_\_ Speech? \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

SITE CONTACT PERSON: \_\_\_\_\_ Cell (*day of event*): \_\_\_\_\_

Cost of meal: \$ \_\_\_\_\_ Details: \_\_\_\_\_

Description and cost of plaque or other object presented: \_\_\_\_\_

Other cost(s): \_\_\_\_\_

Podium on site? \_\_\_\_\_ Schedule of events? \_\_\_\_\_

Needed at event (*circle any and all that apply*):

Podium - Display Table - LGOA Staff - Info. Bags - Books - Handouts - Photo - Video

Time of Table Set-up: \_\_\_\_\_ Time of Table Breakdown: \_\_\_\_\_

Number of Participants (anticipated): \_\_\_\_\_

**ATTACH E-MAIL OR OTHER CORRESPONDENCE RECEIVED PERTAINING TO EVENT**