

# SCHEDULING SHEET FOR LT. GOVERNOR

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

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

DATE OF EVENT: 6 / 8 / 2017 DAY OF EVENT: Thursday

TIME: 7:30 - 9:00 am DRESS: Business Casual

NAME OF ENTITY / ORGANIZATION: GSA Business Report

NAME OF EVENT: Power Event: Economic Outlook 2017

LOCATION / ADDRESS OF EVENT: Hilton Greenville  
45 W. Orchard Park Drive  
Greenville SC 29615

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

PARTICIPATION: Speaking? ☒ How long? 10-15 min. Attending? \_\_\_\_\_

Topic(s) or Details re Participation: 10-15 minute Keynote and  
Q + A to total 45-60 minutes

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

CONTACT PERSON: Matt Clark Phone Number(s): 864-720-1222

SITE CONTACT PERSON: Kathy Allen Cell (day of event): 843-819-2664

Cost of meal: \$ 0 Details: Breakfast buffet available

Description and cost of plaque or other object presented: —

Other cost(s): —

Podium on site? yes Schedule of events? 7:30-8:00 networking  
8:00-9:00 Keynote / Q+A

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): 150

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