

# REQUEST FOR MAYOR TO SPEAK

1. Name of Organization

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2. Name of Event

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3. Purpose of Event

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4. Date of Event

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5. Time of Event

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6. Location of Event

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7. Contact Person

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8. Contact Information

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9. Indoor or Outdoor Even

Indoor

Outdoor

10. Time that the Mayor needs to speak

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11. Mayors Role

- Attend Only
- Bring Greetings / Welcome Address on Behalf of Montgomery County
- General Brief Remarks
- Keynote Address / Speaker
- Reading of Proclamation
- Social Event / Meet & Greet
- Walkthrough / Tour
- Being Honored or Rewarded

12. If Brief Remarks, Keynote, or Speaker role; what topics and length

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13. What Topics would you like addressed?

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14. How Long are the remarks expected to be?

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15. If Proclamation: Provide Mayor's Executive Assistant with information regarding the subject. Proclamations are given by the discretion of the Mayor.

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16. Who is the audience?

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17. Will there be a podium?

- Yes
- No

18. How many people are expected to attend?

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19. Dress for the occasion for Mayor and spouse?

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20. Where will the Mayor, and possibly spouse, sit?

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**The Mayor may be unable to attend pre or post receptions.**