

PUBLIC APPEARANCE REQUEST FORM

Fact Sheet

Office of the Mayor

City Of Des Moines

Please complete and return form to the Mayor's Office.

Fax to: 515-237-1806 or 515-237-1645

Mail to:

**Mayor's Office
City Hall
400 Robert D. Ray Drive
Des Moines, IA 50309**

1. Please check one of the following to describe your event:

_____ Speech _____ Welcome _____ Ribbon Cutting _____ Groundbreaking

2. Is this a political or civic event? _____

3. Name of event: _____

4. Date of event: _____ Day: _____ Time: _____

5. Location: _____

6. Name of Organization: _____

7. Address of Organization: _____

8. Contact Name; _____

9. Contact Telephone Number: _____ Cell Number: _____

After Hours Telephone: _____ Pager: _____

10. What time will the Mayor be expected to speak: _____

11. How Long will the Mayor Speak: _____ 10 minutes _____ 15 Minutes

12. Audience Description and Size:

13. Program Theme: _____

14. What points would you like the Mayor to address in his remarks:

A. _____

- B. _____
- C. _____
- D. _____

15. If this event is not in Des Moines, will you provide transportation? _____

Background Information

- 1. Is this an annual event? _____
- 2. Are there recent news articles pertaining to your event? _____ (If yes, please include them in your response.)
- 3. Is there a speakers outline for this event? _____ (If yes, please include them in your response.)
- 4. Who are the other speakers on the Program?

5. Please provide any additional facts, talking points or information that you believe will be helpful in preparing the Mayor's remarks.

If you have any additional questions-please contact Tammy at 515-283-4944