**Event Request Form**

**Richard Woods, State School Superintendent**

Please complete form and email to scheduling@doe.k12.ga.us.

|  |  |
| --- | --- |
| Event Name: |       |
| Organization Sponsoring Event: |       |
| Event Date: |       | Time: |       |
| Event Location: |       |
| Address: |       | City, State, Zip |       |
| Purpose of the Event: |       |
| Event Contact Name: |       | Position: |       |
| Phone: |       | Alternate/Cell: |       |
| Email Address: |       |
| Media Relations Contact Name: |       | Phone: |       |
| Other Event Contact (in case of emergency): |       |
| Type of Event: |       |
| Attire: |       |
| The Role of the State Superintendent at this event: |       |
| Requested Speech Length: |       | PowerPoint needed? |       |
| A/V Equipment Available for Computer Presentation: |       |
| Details about the group/audience that would be helpful to the State Superintendent (i.e., background on the organization, organization website, audience’s interests, etc.): |
|  |       |
| Should PowerPoint be emailed to event organizer or provided on flash drive day of event: |
|  |       |
|  |
| List the key issues of importance to the organization and/or specific issues that the group would like the State Superintendent to address: |
|  |       |
| Other officials or special guests attending: |
|  |       |
| Number of attendees: |       | Media to attend: |       |
| Whom else will be speaking, including Names and Titles: |
|  |       |
| If the State Superintendent cannot attend, would you like another GaDOE representative to attend/speak? |       |
| Other Event Notes: |       |