



Kathleen Babineaux Blanco
Governor

State of Louisiana
OFFICE OF THE GOVERNOR
Baton Rouge
70804-9004

POST OFFICE BOX 94004
(225) 342-7015

EVENT REQUEST

Before your function can be considered for the Governor's calendar, the following information must be obtained. Requests will be accepted at any time, but please note that the Governor's schedule is NOT set more than five weeks in advance. Please return this form to Scheduling Department, Office of the Governor, Post Office Box 94004, Baton Rouge, Louisiana 70804, or fax to 225-342-8320.

DATE OF REQUEST: _____

EVENT DATE: _____ TIME: _____ (a.m./p.m.)

NO. ATTENDING: _____ PERSON MAKING REQUEST: _____

ON BEHALF OF GROUP/ORGANIZATION: _____

TELEPHONE: _____ ADDRESS: _____

EVENT NAME: _____ LOCATION OF EVENT: _____

ADDRESS: _____ ROOM: _____

CONTACT PERSON/TELEPHONE NUMBER AT LOCATION: _____

* NOTE: PLEASE INCLUDE AN AGENDA FOR THE EVENT.

APPEARANCE TYPE (CHECK ONE):

DROP BY ONLY ___ KEYNOTE ___ WELCOME ___ BRIEF REMARKS ___

EXACT SPEAKING TIME: _____ SPEECH TOPIC: _____

OTHERS SPEAKING: _____

ATTIRE: _____ WHO WILL GREET THE GOVERNOR? _____

OTHER GUESTS, DIGNITARIES ATTENDING:

SEATING ARRANGEMENT: HEAD TABLE___ LECTERN___ STAGE___ MICROPHONE___

SEATED WITH: _____

WHO IS MC: _____ WHO WILL INTRODUCE: _____

BIO NEEDED _____ PHOTO NEEDED _____ MEDIA CONTACT _____

ADDITIONAL INFORMATION: _____

IS THIS EVENT OPEN TO THE PUBLIC? _____ IS THIS EVENT OPEN TO THE PRESS? _____

****LECTURN MUST BE EQUIPPED WITH AN AUDIO MIXER AND MULT BOX TO ACCOMODATE PRESS.
ONLY THE MAIN MICROPHONE IS ALLOWED ON THE PODIUM. IF YOU HAVE ANY QUESTIONS
ABOUT MEDIA, PLEASE CONTACT THE GOVERNOR'S PRESS OFFICE AT 225-342-9037.