

# 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

For additional information, call Lorna at 515-283-4944.

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?

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