

City of Evansville
Mayor Lloyd Winnecke
Scheduling Request Form

To have your request considered, please complete this Scheduling Request Form in its entirety starting on the next page, and return it to the Mayor's Office.

The mayor's schedule fills up fast and we appreciate receiving requests at least 4 to 8 weeks in advance.

1. EMAIL

mchill@evansville.in.gov

2. MAIL or HAND-DELIVER

Mayor's Office
302 Civic Center Complex
1 NW Martin Luther King, Jr., Blvd.
Evansville, IN 47708

3. FAX

812-436-4966

Questions? Please call (812) 436-4962.

| Questions | Type your responses in the boxes below |
|--|--|
| DATE FORM SUBMITTED TO MAYOR'S OFFICE | |
| NAME of the EVENT | |
| <p>DAY OF WEEK and DATE START Time & END Time <i>What time would the mayor need to arrive?</i> <i>How long would be his total commitment?</i></p> | |
| What is the NAME of the REQUESTING ORGANIZATION or PERSON? | |
| <p>CONTACT PHONE NO. List a MOBILE PHONE # for emergencies</p> <p>CONTACT EMAIL ADDRESS</p> | |
| Who is completing this form? | |
| What is the NAME of the LOCATION and ADDRESS? | |
| What is the PURPOSE of the event? | |
| Provide any BACKGROUND about the HOST organization OR about the EVENT | |
| <p>WHAT are you ASKING the mayor to do?</p> | |
| List or attach the AGENDA or TIMELINE for the event | |
| Is MEDIA invited? | |
| <p>How can we help PROMOTE THE EVENT? Twitter Handle? Facebook Page? Event-Specific Hashtag? Website?</p> | |
| How many ATTENDEES do you expect? | |
| What is the recommended ATTIRE? | |
| PARKING instructions or Logistics? | |

Attach your Event Program, Agenda, Itinerary, or Run-of-Show, etc.