

**Georgia Department of Transportation
Official Speaker Request Form
Commissioner**

Please fax form to: (404) 631-1022

Event Name _____

Affiliated Organizations (if applicable) _____

Event Date: _____

Time: _____

Event Location: _____

Address: _____

City/State _____

Location Phone _____

Location Fax _____

County Legislative District _____

Will the event be indoors or outdoors? _____

Purpose of the Event _____

History of the Event _____

Event Contact Person/Position_____

Phone (Work)_____ **(Home)**_____ **(Cell)**_____

Mailing Address:_____

City_____ **State**_____ **Zip**_____

Email:_____

Local Media Contact_____ **Phone**_____

Other Event Contact (in case of emergency)_____

Type of Event: ___ **Personal Meeting** ___ **Civic** ___ **DOT Event** ___ **Other**

Attire: _____ **Casual** _____ **Business** _____ **Black Tie**

The role of the Commissioner at the event:

___ **Featured Speaker/Guest** ___ **Introduced and Brief Remarks** ___ **Greetings**
___ **Forum/Panel** ___ **Many Elected/State Officials** ___ **Recognition/Award Presenter**
___ **Recognition/Award Recipient**

Please provide details about the group/audience that would be helpful to the Commissioner (i.e. background on the organization, organization website, representatives of a specific region, audience's interests). Background information may also be attached separately or faxed.

Please list (or fax) the key issues of importance to the organization and/or specific issues that the group would like the Commissioner to address.

Other officials or special guests to attend:

Number of Attendees? _____ **Open to Public?** _____ **Media to attend?** _____

Who else will be speaking? (Names and Titles)

Approximate time the Commissioner will be introduced to speak:

What takes place immediately before the Commissioner speaks?

What takes place immediately after?

Who will introduce the Commissioner? (name/title)

Who will be seated with the Commissioner? Please fax list with names and titles.

Other Event Notes:

Please note that this form must be completed within two days of initial request and 14 days before actual scheduled event for processing and to ensure participation.