



OFFICE OF THE LIEUTENANT GOVERNOR
REQUEST FOR APPEARANCE BY MRS. MADELINE ABRAMSON

Individual/Organization Making Request		Address		
Point of Contact	Phone Number	Cell Number	Fax Number	Email Address
Name of Event				Media Expected?
Date of Event	Start Time / End Time (please note time zone)		Time of Mrs. Abramson's Appearance	
Event Location		Address		
Mrs. Abramson's Role at Event				
Suggested Topic of Speech (please include length of speech)				
Event Background Information (please provide a copy of any news release and agenda, if available)				
Targeted Audience			Expected Number Attending	
Dignitaries or Speakers Participating (please note <i>invited</i> or <i>confirmed</i>)				
Would you like a Greeting Letter if Mrs. Abramson is unable to attend?			Yes	No
Other Comments				

NOTE: Because the Mrs. Abramson's Schedule is so fluid, we usually do not confirm appearances more than two to three weeks in advance. We respectfully request that you do not place Mrs. Abramson's name on any notifications, invitations, or agendas unless you receive written confirmation from the Office of Scheduling. If you have any questions or concerns please contact Jaclyn Farmer at 502-564-2611. Forms can also be faxed to 502-564-0437. Thank you!