Todays Date:_____

Event Request Form

Lt. Governor Steve Pence
Attn: Renee Nighbert
Fax (502) 564-2849 Ph (502) 564-2611 E-Mail: renee.nighbert@ky.gov

Organizer's Name:	

Point of Contact:

Name:		Phone:		Home:	
Cell:		Fax:		E-mail:	

*Please assign a sole point of contact in order to avoid inconsistencies and misinformation

Event Details

Organization Hosting:			
Name of Event:			
Date of Event:		Day of the Week/Time Zone	
Start Time:		End Time:	
Time Lt Gov arrives:		Time Lt Gov may depart:	
Location/Facility:		Building/Room:	
Address:			
City:	State:	Zip:	County:
Directions:			
Purpose of event:		Cost:	
Note:			

Involvement Details

His Role:		Type and Size of Audience:	
Topic Preference:		Time allotted to speak:	
Who will introduce the Lt Gov?		Biography Requested:	
Who else is speaking?			

*Please attach a copy of the agenda, the invitation, and any other details or background

Misc Details

Will there be reserved parking?		Is the Second Lady invited?	
Is the attire casual, business, business casual or black-tie?			
Meal available/provided		Event indoors or outdoors?	
Other prominent guests:			
Where will he be seated?			
Will the media be present?		Details	

*Prior to including the Lt Governor as an attendee in a news release or printed materials, please contact the Director of Communications for approval.

Scheduling Policy

1. The Lt Governor is unable to commit to events more than (3) weeks in advance. We ask that you please plan accordingly.
2. Considering his official duties and current events, the Lt Governor may need to rearrange his schedule and may not be able to appear as originally planned.
3. Every effort will be taken to keep confirmed events and meetings.
4. Should rescheduling becomes necessary, staff will work with point of contact to secure another date.
5. Please allow 7-10 business days for a response.

*We respectfully request your understanding and apologize for any inconvience or necessary rescheduling

Available:_____
Conflict:_____