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|  | | | | | **Attorney General Chris Carr**  **Event Request Form** | | | | | | |
| **Event Date\*** |  | | | **Event Time\*** |  | | | **Start Time of AG’s Remarks** | | |  |
| **Attire**  Formal/Business/Casual |  | | | | | | | **Length of AG’s Remarks** | | |  |
| **Event Name** |  | | | | | | **Event Topic** | |  | | |
| **Sponsoring Organization** |  | | | | | | **Sponsoring Organization Website** | |  | | |
| **Nature of Organization/Mission** |  | | | | | | | | | | |
| **Event Location**  **Parking Instructions, Etc.**  (if address is hard to find, please provide detailed directions) |  | | | | | | | | | | |
| **Suggested Topic of Remarks** |  | | | | | | **Introduced by**  **Or Self Introduction** | |  | | |
| **Contact** |  | | | | | | **Contact Position/Title** | |  | | |
| **Contact Phone Work** |  | | | | | | **Contact Phone Cell** | |  | | |
| **Contact Email** |  | | | | | | | | | | |
| **The role of the Attorney General at the event** | | | | | | | | | | | |
| **Featured/Keynote** | | **Brief Remarks/Greetings** | | | | **Panel Discussion** | | | | **Recognized Guest** | |
| **Event Includes** | | | | | | | | | | | |
| **Breakfast**  **Buffet |  Plated** | | **Lunch**  **Buffet |  Plated** | | | | **Dinner**  **Buffet |  Plated** | | | | **Reception** | |
| **Audience Size & characteristics** | | |  | | | | | | | | |
| **Other officials or special guests** | | |  | | | | | | | | |
| **Key People Attending** | | |  | | | | | | | | |
| **Media Organizations Attending** | | |  | | | | | | | | |
| Please email the completed form to Amanda Rutherford | [arutherford@law.ga.gov](mailto:arutherford@law.ga.gov)  **\*Please be advised that Attorney General Carr’s schedule is subject to change due to unforeseen circumstances. In the event he is unable to attend, he will designate a senior staff representative to attend on his behalf.** | | | | | | | | | | | |
| ***OFFICE USE ONLY*** | | | | | | | | | | | |
| Subject Matter/Dept. of Law Staff | | |  | | | | | | | | |