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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**\*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 |  |