



City of Phoenix
DISTRICT 8
COUNCILWOMAN KATE GALLEGO

<h2 style="margin: 0;">Event Request</h2> <p style="margin: 0;">200 W Washington St, Phoenix, Arizona 85003 Wk: 602-262-7493 council.district.8@phoenix.gov</p>

Date of Request:	Requested By:
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Contact Name:			
Email:			
Phone number:	C:	Wk:	Hm:
Event- On-site contact person:	Cell:		

Date of Event:	Start Time:	End Time:
Event Title:		
Topic AND Type of event or meeting: (ie: Press Conf., Ribbon Cutting, Grand Opening, Ground Breaking)		

All events require an agenda & a list of elected officials/dignitaries invited.

Organization/ Business Sponsor:				
<i>Nature of Audience: (Check all that apply)</i>				
Local <input type="checkbox"/>	Out of State <input type="checkbox"/>	International <input type="checkbox"/>	Approx # Attending:	Attire:
Which Media have been invited?				

*****COUNCILWOMAN'S ROLE*****				
Welcoming Remarks <input type="checkbox"/> 1-3 minutes	Short Remarks <input type="checkbox"/> 4-6 minutes	Speaker <input type="checkbox"/> 10 minutes +	Panel Member <input type="checkbox"/>	Other/ No Role:
Requested appearance time:	FROM:	AM <input type="checkbox"/> PM <input type="checkbox"/>	TO:	AM <input type="checkbox"/> PM <input type="checkbox"/>

EVENT LOCATION

Building/ Location Name:	
Street Address:	
Floor/Room/Ste:	

Once this request is reviewed, our scheduler will confirm the meeting date and time.

Please note, meeting requests MUST be submitted at least 2 weeks in advance.

Thank you.