



Scheduling Office – Michigan Secretary of State Ruth Johnson
Speaker / Attendee Request Form

Please complete this form and return to: Carole Leigh, Scheduling Office, Michigan Department of State, 430 W. Allegan Street, Lansing, MI 48918; Email: leighc@michigan.gov; Fax: (517) 373-0727; Phone: (517) 241-4172.

Event Name:		
Date:	Time:	Duration:
Secretary's Role: <input type="checkbox"/> Speaker <input type="checkbox"/> Attendee <input type="checkbox"/> Meeting Participant		
Event purpose, desired speech topic and allocated speaking time (if applicable):		

Event Location:	
Street Address / City / State / Zip Code:	County:
Number of Attendees:	Media Invited: <input type="checkbox"/> Yes <input type="checkbox"/> No

Please provide the following contact information.

Host Organization:	Web Address:
Contact Person / Title:	
Phone:	Email:
Street Address / City / State / Zip Code:	

*Thank you for contacting the Secretary of State.
Every effort will be made to accommodate your request, given availability.*