

# First Lady Sue Snyder Event Request Form

Please complete the entire form and return to:

P.O. BOX 30013  
Lansing, MI 48909

Office: 517.241.6043 Fax: 517.241.3039 E-mail: govsscheduling@michigan.gov

Event Date:

Event Time:

Check if this is an Open Date Invitation

Event Name:

Event Location:

Street Address:

County:

Host Organization:

Contact Name:

Phone Number:

E-mail Address:

Event Co- Host:

Contact Name/ Info:

Is Media Invited?

Number of Attendees:

Event Purpose:

First Lady's Role:

Speaking  Meet & Greet  Meeting  Attend

Agenda:

Event Background Information and Website:

Has the First Lady spoken to this group previously? If so, when and where?

Please Note:

\*All of the above areas are required to process your request\*

Please attach event program, brochure, and any additional materials regarding the event  
Due to the high level of event requests and invitations, we are unable to accommodate all requests