



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

Please complete this form and return to: Jennette Sawyer, Scheduling Office, Michigan Department of State, 430 W. Allegan Street, Lansing, MI 48918; Email: [SawyerJ@michigan.gov](mailto:SawyerJ@michigan.gov)

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

<b>Event Location:</b>	
	<b>County:</b>
<b>Number of Attendees:</b>	<b>Media Invited:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Please provide the following contact information.

	<b>Web Address:</b>
<b>Contact Person / Title:</b>	
<b>Phone:</b>	<b>Email:</b>
<b>Street Address / City / State / Zip Code:</b>	

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