



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

Please complete this form and return to: Scheduling Office, Michigan Department of State, 430 W. Allegan Street, Lansing, MI 48918; Email: leighc@michigan.gov

| | | |
|--|--------------|------------------|
| 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: | |
| | County: |
| Number of Attendees: | Media Invited: <input type="checkbox"/> Yes <input type="checkbox"/> No |

Please provide the following contact information.

| | |
|--|---------------------|
| | 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.*