



Office of the Mayor

REQUEST FOR WELCOME LETTER / AD FROM THE MAYOR OF DEARBORN

Please submit this completed form at least two weeks before your publication deadline to:

mlaundroche@ci.dearborn.mi.us

or fax to 313-943-2665 (Call 313-943-2285 to verify receipt of fax).

We are sorry, but requests not received in time cannot be fulfilled.

Today's date _____

Please type or print clearly

Name of requestor _____

Telephone day _____ Evening _____

E-mail address _____

Organization's name _____

Purpose of organization _____

Name or theme of event _____

Date of event _____

Hotel/banquet hall/facility being used for event _____

Request for (choose one) Welcome letter for program book Ad for program book

****If this is an AD request, you must provide a separate document on organization letterhead that clearly lists the ad dimensions and costs for consideration****

DEADLINE for submission of letter or ad: _____

Format preferred for letter or ad: pdf doc other

Do you want the document: emailed mailed or available for pick-up

Who do we submit the document to?

Email address _____

Mailing address (if applicable) _____

Phone number _____

Please explain what you would like the Mayor to emphasize about your organization in a welcome letter.

Explain your organization's connections to Dearborn.

Has your organization held your event in Dearborn before? If so, when and where?

Who will be attending your event? General members Executive committee The public
 The media Other _____

How many will be attending? _____

From where (Dearborn, region, state, country)? _____

Why was Dearborn chosen for your event?

Which Dearborn attractions will your attendees be visiting during your event? *The Henry Ford: America's Greatest History Attraction, the Automotive Hall of Fame, the Arab American National Museum, etc.*

Please list any additional pertinent information to assist us in meeting your expectations. .

Thank you for choosing Dearborn for your event.