John B. O'Reilly, Jr.
Mayor

City of Dearborn
Office of the Mayor

Mark G. Guido
Chief of Staff

# Event Request Form

***For your preparations, please note that the Mayor will be accompanied by staff and/or security personnel.***

**Please complete this form within one week of receipt and return all necessary documents to the mayor's office:**

**Date Sent:** _____
**Via Fax:** **313-943-3070**
**Via Email:** **mayor@ci.dearborn.mi.us**

***LOGISTICS***

Event name: _____

Date (mm/dd/yyyy):_____

Event start & end time: _____

Event address: _____

City & State_____

Event room (if applicable):_____

Event location phone: _____ Event location fax: _____

Site contact (work with security day of event):_____Cell phone #: _____

Event coordinator (title/organization) _____

Event coordinator phone: _____ Cell phone #:_____ Fax: _____

Dress code: _____

Meal served? YES NO

Who will meet the mayor upon arrival? _____

Mayor's role in the program: _____

_____

_____

Agenda attached? (**It is mandatory to provide an agenda or event program**.) YES NO

Diagram of event seating attached? YES NO

Open to the public? YES NO

Expected number of attendees: _____

***SPEAKING***

Speaking at the event? YES NO

Audience makeup: _____

_____

Media? YES NO

Will the program be videotaped or photographed? YES NO

If so, what company? _____

Expected media outlets: _____

_____

Event emcee (title/organization/background):_____

_____

Who will introduce the Mayor? (title/organization/background):_____

_____

Suggested speech length: _____

Time of day expected to speak: _____

Suggested speech topic: _____

_____

_____

_____

***BACKGROUND***

Sponsoring organization: _____

Purpose of the event: _____

_____

_____

Event origin/history: _____

_____

_____

Relevant background information: _____

_____

_____

_____

Program chairperson/honorary chairs: _____

_____

_____

Awards: (list recipients and award criteria) _____

_____

_____

Head table guests: _____

_____

_____

Other dignitaries expected: _____

_____

Members of your organization that the Mayor should acknowledge: _____

_____

***Please include agenda/event program and event seating diagram here or attach.***