



Ask Lt. Governor Owen to speak at your event

Name of event:

Event date:

Name of facility:

Room name or #:

Physical address:

City or town:

Time the Lt. Governor should arrive:

Time he may leave:

Primary contact's name:

Contact's title

Work phone:

Other phone:

Email:

On-site contact (if different):

Site contact mobile number:

Will the Lt. Governor be the main (keynote) speaker at this event? Yes No

If not the keynote, please clarify the Lt. Governor's role:

About how long would you like the Lt. Governor to speak?

2 to 3 minutes

3 to 5 minutes

5 to 10 minutes

10 to 15 minutes

15 to 20 minutes

Other

Please estimate the number of people you expect to be in the audience:

A microphone and podium are required.

Please affirm their availability by checking the box. Microphone Podium

Who will introduce the Lt. Governor?

Title of introducer:

Will a meal be served? Yes No

Is news media coverage expected? Yes No

Please describe topics or key issues of interest to the audience:

Please name dignitaries, if any, who are expected to attend whom you would like the Lt. Governor to recognize:

Where should the Lt. Governor park?

Is there any additional information that might be helpful to help the Lt. Governor and his staff plan for this event?

Please save and send this completed form and an agenda, if available, and other program materials to brad.owen@leg.wa.gov. Someone from his staff will contact you shortly about your request.