



RONNY JACKSON

CONGRESSMAN for TEXAS 13

EVENT REQUEST FORM

We will make our best effort to accommodate the requested date and time, however due to scheduling restraints that may not always be possible. The completion of this form is a scheduling request; event is not scheduled until you receive confirmation from the scheduler.

LOGISTICS:

Name of Event*(Please Print): _____

Organization: _____ Event/Organization Website: _____

Date and Time of Event: _____

Location (Address): _____

Event Format (Stage, Podium, Panel, Q & A, Reception, Gala, etc.): _____

Attire (Please Circle): Casual Business Cocktail Black Tie Other: _____

Event Contact/ Scheduler: _____

Cell Phone: _____ Email: _____

EVENT INFORMATION:

Has Congressman Jackson spoken to this group previously: Y N If yes, please list: _____

Key Issues/Legislation important to this group: _____

Requested length of the Congressman's remarks (if applicable)**: _____

Requested topics to discuss: _____

Will there be additional speakers? Y N If yes, please list: _____

Expected attendance size and makeup? _____

Will other Elected Officials be in attendance (and in compliance with Texas Open Meeting Rules): Y N If yes, please list: _____

Is Press Invited? Y N If yes, please list: _____

Please include actual invitation with your request, if applicable.

*** Please include timeline of program/agenda*

*** No gifts. Thank you for your understanding and compliance with the policy.*

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You may send this completed form and all supporting documents by email. For Texas events please email Kristi Morrow at: Kristi.Morrow@mail.house.gov and for D.C. events please email Kathy Zhu at: Kathy.Zhu@mail.house.gov. With district questions please call Kristi Morrow:(806) 641-5600; with DC questions call Kathy Zhu at:(202) 225-3706