

Office of Congresswoman Betty Sutton

Event Request Form

Directions: Please complete this form and email to OH13Schedule@mail.house.gov or fax to 202-225-2266 ATTN: Scheduler. All scheduling requests must be made in writing and should not be mailed, as there is a mail quarantine in place that will significantly delay delivery.

**Any form that is submitted incomplete or with insufficient information will be returned.
Attach additional pages if necessary.**

You will receive a confirmation that your request has been received. Please allow 1-2 weeks following receipt for a formal response to your request. Requests will not be considered more than 1 month in advance of the meeting, however you are welcome to submit this form and we will hold it in our queue.

Event Date & Time: _____

Company/Organization: _____

Event Title:

Location/Address:

Congresswoman's Role at the Event: Speaking Presenting Audience Member

Other: _____

Purpose of the Event:

Other Speakers:

Full Event Program with Times (feel free to attach a copy of your program if it is already prepared):

What media has been invited?:

Estimated Attendance: _____ people RSVP Deadline: _____ / _____ / _____

Contact Name and Phone: _____