

# 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 lieutenant governor should arrive:

Time he may leave:

Primary Contact's Name

Contact's Title

Work phone

E-mail

On-site contact (if different)

Site contact mobile #

Will the lieutenant governor be the main (keynote) speaker at this event?

Yes

No

If not the keynote, please clarify the lieutenant governor's role

About how long would you like the lieutenant governor to speak?

- 2-3 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
- Riser

Who will introduce the lieutenant governor?                      Title of introducer

Will a meal be served?                      Is news media coverage expected?

- |     |     |
|-----|-----|
| Yes | Yes |
| No  | 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 lieutenant governor to recognize:

Where should the lieutenant governor park?

Is there any additional information that might be helpful to help the lieutenant 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](mailto:brad.owen@leg.wa.gov). Someone from his staff will contact you shortly about your request.