



**City of Phoenix**  
DISTRICT 8  
COUNCILWOMAN KATE GALLEG0

<p><b>Event Request</b> 200 W Washington St, Phoenix, Arizona 85003 Wk: 602-262-7493 <a href="mailto:elizabeth.perez@phoenix.gov">elizabeth.perez@phoenix.gov</a></p>
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<b>Date of Request:</b>	<b>Requested By:</b>
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<b>Contact Name:</b>			
<b>Email:</b>			
<b>Phone number:</b>	C:	Wk:	Hm:
<b>Event- On-site contact person:</b>	Cell:		

Date of Event:	Start Time:	End Time:
Event Title:		
Topic <b>AND</b> Type of event or meeting: (ie: Press Conf., Ribbon Cutting, Grand Opening, Ground Breaking)		

**All events require an agenda & a list of elected officials/dignitaries invited.**

Organization/ Business Sponsor:			
<i>Nature of Audience: (Check all that apply)</i>			
Local <input type="checkbox"/>	Out of State <input type="checkbox"/>	International <input type="checkbox"/>	<b>Approx # Attending:</b>
Which Media have been invited?			<b>Attire:</b>

<b>*****COUNCILWOMAN'S ROLE*****</b>				
Welcoming Remarks <input type="checkbox"/> 1-3 minutes	Short Remarks <input type="checkbox"/> 4-6 minutes	Speaker <input type="checkbox"/> 10 minutes +	Panel Member <input type="checkbox"/>	Other/ No Role:
Requested appearance time:	FROM:	AM <input type="checkbox"/>	PM <input type="checkbox"/>	TO: AM <input type="checkbox"/>
				PM <input type="checkbox"/>

**EVENT LOCATION**

<b>Building/ Location Name:</b>	
<b>Street Address:</b>	
<b>Floor/Room/Ste:</b>	

**Once this request is reviewed, our scheduler will confirm the meeting date and time.**  
**Please note, meeting requests MUST be submitted at least 2 weeks in advance.**  
**Thank you.**