

Scheduling Request Form - Office of Attorney General Mark Herring

Scheduler: Rachel Lawless
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*If you encounter technical difficulties, try saving this document and opening with Adobe Reader.
If you continue to have difficulties, please provide the information requested in a standard email.*

Contact Information:

First and last name

Email address

Home/Office Telephone

Cell number

Event Information:

Event name/occasion

Event date (or open)

Event start and end time

Event address (include zip)

Event type (please check no more than two)

- Meeting Conference Breakfast Luncheon Dinner
 Rally Fundraiser Parade Reception Other

If other, please explain:

Day of event contact name and cell number

Event description (include
sponsoring organization if
applicable)

Event purpose

Anticipated role for the Attorney General

Expected attendance

Do you expect media involvement?

If the Attorney General is expected to make remarks, please continue to page 2.
Otherwise, please use the submit by email button or print and fax to Rachel Lawless at 804.371.0200

Speech logistics form for Attorney General Mark Herring

Please complete and submit at least four weeks prior to the event date.

Organization name and website address

Please describe the organization

Please describe the anticipated audience

Remarks/speech topic

Remarks start time

Requested length of remarks

Question and answer time requested?

Yes No

If yes, requested length of Q &A

Will the speech be indoors or outdoors?

Will a lectern be provided? If yes, is the unobstructed surface area at least 12" tall x 18.5" wide?

Will a microphone be provided? If yes, please check:

fixed mic on lectern wireless mic (preferred) hand-held mic

Is the event open to the media?

Yes No

Will you be inviting media?

Yes No

Will you issue a news release after the event?

Yes No

Additional Information

Thank you for your interest. The scheduling office will be in contact with you as soon as possible.