

# Event Request for BWC Administrator Steve Buehrer

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Location (i.e. room number, auditorium, etc.): \_\_\_\_\_

Start time: \_\_\_\_\_ AM PM End time: \_\_\_\_\_ AM PM

Administrator to arrive: \_\_\_\_\_ AM PM To depart: \_\_\_\_\_ AM PM

Describe audience (ie: local business leaders, etc.):  
\_\_\_\_\_

Audience size: \_\_\_\_\_ Audience will be: seated standing dining

Is the event open to the media? yes no

## Requested of the Administrator:

Attend only Welcome Introduction Brief remarks Keynote

Name/title of person introducing Administrator: \_\_\_\_\_

Expected length of remarks: \_\_\_\_\_

Brief description of event/focus of remarks:  
\_\_\_\_\_

Persons who should be recognized in remarks: (ie: local dignitaries, company stakeholders, etc.)  
\_\_\_\_\_

Other needs/recognitions: (ie: present award, photos)  
\_\_\_\_\_

## Contact Information:

Name of Organization: \_\_\_\_\_

Name of Event Organizer: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Submit