

ALABAMA STATE CAPITOL  
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WWW.SOS.ALABAMA.GOV

## JOHN H. MERRILL SECRETARY OF STATE

\*\*Please answer all relevant questions pertaining to your event and Secretary Merrill's attendance and fax this form back to 334-353-7854 to the attention of Kayla Farnon, Press Secretary for the Secretary of State. We will take all requests into consideration and respond as quickly as possible to your invitation. Thank you for your assistance.\*\*

### SCHEDULING REQUEST FORM

Group Name: \_\_\_\_\_

Event Title: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: Office: \_\_\_\_\_

Home: \_\_\_\_\_

Cell : \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address \_\_\_\_\_

Day and Time of Event: \_\_\_\_\_

How many will attend?: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Will Secretary Merrill be the keynote speaker? \_\_\_\_\_

Will there be other speakers in attendance? \_\_\_\_\_

Who will introduce Secretary Merrill? \_\_\_\_\_

Do you need a bio? (please refer to Sec. Merrill's website at [www.sos.alabama.gov](http://www.sos.alabama.gov) or one may be faxed to you) \_\_\_\_\_

How long would you like Sec. Merrill to speak? Q&A? \_\_\_\_\_

Is there a requested topic? \_\_\_\_\_

Proper Attire? \_\_\_\_\_

Will there be press attending? \_\_\_\_\_

\*\*Please attach any additional comments or directions to the event if necessary.