



**CITY OF
POST FALLS
MAYOR EVENT REQUEST FORM**

Please submit your request as soon as you know the date of your event. Final confirmation will occur no more than six weeks in advance of the event.

Please also keep in mind that the Mayor's schedule may change at any time based on city business and responsibilities at the time. If this occurs, we apologize in advance for any inconvenience and appreciate your understanding.

Submission of form does not guarantee acceptance of invitation or participation. Please allow 2 weeks for confirmation.

Name of Event or Meeting _____

Date of Event or Meeting _____

Address of Event or Meeting _____

Name of Organization _____

Contact Name _____

Contact Email _____

Contact Phone _____ **Alternate Contact Phone** _____

Event/Meeting Start Time _____

Will the Mayor be speaking (YES) _____ (NO) _____

If yes, what length of time _____

Would you like a photo and copy of the Mayor's Bio? (YES) _____ (NO) _____

What topic would you like the Mayor to speak on? (Group Welcome / Post Falls Government / or Special Topic) _____

Estimated number of attendees _____

Event/Meeting Attire _____

If the Mayor is not able to attend would you like your request forwarded to another City Official (YES) _____ (NO) _____

Signature _____ **Date** _____