

Today's Date: \_\_\_\_\_



**OFFICE OF THE FIRST LADY**  
**Governor's Mansion 1716 Kanawha Boulevard East, Charleston, WV 25311**  
**Phone (304) 558-3588 Fax: (304) 558-0066**  
**Scheduling Contact: Missy Phalen Cell: (304) 549-9197**  
**E-mail: [mphalen@wv.gov.org](mailto:mphalen@wv.gov)**

**EVENT INFORMATION**

Event Name: \_\_\_\_\_

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

Time Event Begins: \_\_\_\_\_

Reception Time: \_\_\_\_\_

Meal Time: \_\_\_\_\_

Circle all that are applicable:      Breakfast      Lunch      Dinner

Time Event Ends: \_\_\_\_\_

Detailed Description and Purpose of Event: *(Please Attach)*

Location and Address of Event: \_\_\_\_\_

\_\_\_\_\_ Room #: \_\_\_\_\_

Directions to Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Phone:      Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Dress (Circle Appropriate):      Casual      Business      Black Tie

**PRESENTATION INFORMATION**

First Lady's Role: \_\_\_\_\_

\_\_\_\_\_

Expected Length of Presentation: \_\_\_\_\_

Dignitaries Attending: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Open to Public? \_\_\_\_\_

Open to Media? \_\_\_\_\_ News Release by Group? \_\_\_\_\_

Who Will Meet First Lady Upon Arrival? \_\_\_\_\_

Special Issues/Topics Important to Group: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**With the request form, please use the checklist below and include the following:**

- \_\_\_\_\_ Invitation List (if applicable)
- \_\_\_\_\_ Speaking Points
- \_\_\_\_\_ Background Information
- \_\_\_\_\_ Agenda

**ADDITIONAL ITEMS**

\_\_\_\_\_ Are any grants, checks or awards to be presented? If so, how and when?  
Who will have the item that the First Lady will present?

\_\_\_\_\_ Have you included any historical items of significance relevant to the event? Is this the "second annual" or "100<sup>th</sup> annual"?

\_\_\_\_\_ Have you included information on any local issues that the First Lady should know about before she prepares her remarks?

**This form and all pertinent information should be returned to the First Lady's office at the address listed above approximately 14 days prior to date of scheduled event.**