Lynn Fitch
STATE TREASURER

Treasurer Lynn Fitch • Meeting/Event Request Form

Organization:

Contact name(s):

Work Phone:

Cell:

Email:

Point of contact for day of event/meeting (if different from above):

Meeting Details:

Type of Meeting/Event: (i.e. meeting, tour, speech, etc.)

Date of Meeting (Day and Date):

Time:

Place or address of the organization:

Will other officials be attending and who:

Meeting/Event Requested by:

Will the Treasurer be speaking? If so, for how long and what topics does she need to address?

Purpose of the meeting/event:

Background info on event, meeting, person, or organization:

Issued to be discussed or address:

Has the Treasurer/staff met with the group before (if so, when)?

Any special instructions (where to park, who will meet the Treasurer, etc.):

Attire:

Please attach a copy of the tentative program: