



DAVID McRAE
STATE TREASURER

ATTENTION:

You must first download the form before filling it out and submitting.



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STATE TREASURER

Treasurer David McRae • Event Request Form

Email: hall.carter@treasury.ms.gov

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Organization Name:

Contact name(s):

Phone (Work and Cell):

Email:

Point of contact for day of event:

Meeting Details:

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

Date of Meeting (Day and Date):

Time:

Place and address of the event:

Attire:

Will other officials be attending (If so, who)?

Please list members of your board and/or executive team:

Is the Treasurer speaking?

If so, please tell us how long she will speak, what topics you would like for her to discuss, and if you would like to leave time for questions.

How many people will attend?

Background information on the event and host organization:

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

Please attach a copy of the tentative program: