



Sedgwick County...
working for you

Thank you for requesting a member of the Sedgwick County Commission to speak at your event.

To assist in coordinating their appearance, please complete this form

and return it to the County Commission office, if possible, at least a week before the event.

EVENT INFORMATION

Title of event: _____

Date, Start & End Time of event: _____

Location & Address of event: _____

Event Parking Instructions: _____

REQUESTED SPEAKER

Who are you requesting to speak? _____

Official's arrival time: _____ a.m. p.m. Official's speaking time: _____ a.m. p.m.

EVENT ORGANIZER

Organization Name & Website: _____

Contact Name, Phone & Email: _____

KEY MESSAGES

As the subject matter expert of your organization, please provide draft messages, key messages or other direction here for review by the Strategic Communications Office.

If you have any questions please contact the County Commission office at 316-660-9300

PLEASE RETURN THIS FORM TO:

lisa.corr@sedgwick.gov AND

carol.cole@sedgwick.gov

OR MAIL

County Commission Office

525 N. Main, Suite 320

Wichita, KS 67203