



# Commissioner Marvin S. Arrington, Jr. Appearance Request

*Please complete this form in its entirety. **All Appearance Requests should be received 30 days before event.** A completed form does not constitute a confirmation of Commissioner Arrington's attendance. A staff member will send a confirmation email if his calendar permits.*

- Event Name:
- Event Location:
- Event Purpose:
- Name of Host Organization (s):
- Expected # of Attendees:
- Event Day & Date:
- Event Start - End Time:
- Role of Commissioner (speaking, attendance, ribbon cutting, etc.):
- Duration time of his participation:
- Contact Person:
- Contact Email:
- Contact Mobile:
- Type of Parking:
- Paid or complimentary parking:
- Is there assigned seating:
- Will food be served:
- Is there an Itinerary/Agenda (if so please attach):
- Is his photo needed:
- Is his bio needed:
- Is a Proclamation needed (if so, please attach verbiage):
- Is a Commemorative Letter needed (if so, please provide details):
- Will there be photo-ops before or after event:
- Will there be media coverage:
- What other elected officials will be in attendance:

Please adhere to the following name format for publicity or promotion materials:  
**Commissioner Marvin S. Arrington, Jr.**

If there is any event or program literature, please attached with this form. Thanks for requesting Commissioner Arrington to join your organization at this occasion.