

ALABAMA STATE CAPITOL  
600 DEXTER AVENUE  
SUITE S-105  
MONTGOMERY, AL 36130



(334) 242-7200  
FAX (334) 242-4993

WWW.SOS.ALABAMA.GOV

## JOHN H. MERRILL SECRETARY OF STATE

\*\*Please answer all relevant questions pertaining to your event and Secretary Merrill's attendance and fax this form back to 334-242-4133 to the attention of John Bennett. We will take all requests into consideration and respond as quickly as possible to your invitation. Thank you for your assistance.\*\*

### SCHEDULING REQUEST FORM

Group Name: \_\_\_\_\_

Event Title: \_\_\_\_\_

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

Phone: Office: \_\_\_\_\_

Home: \_\_\_\_\_

Cell : \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address \_\_\_\_\_

Day and Time of Event: \_\_\_\_\_

How many will attend?: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Will Secretary Merrill be the keynote speaker? \_\_\_\_\_

Will there be other speakers in attendance? \_\_\_\_\_

Who will introduce Secretary Merrill? \_\_\_\_\_

Do you need a bio? (please refer to Sec. Merrill's website at [www.sos.alabama.gov](http://www.sos.alabama.gov) or one may be faxed to you) \_\_\_\_\_

How long would you like Sec. Merrill to speak? Q&A? \_\_\_\_\_

Is there a requested topic? \_\_\_\_\_

Proper Attire? \_\_\_\_\_

Will there be press attending? \_\_\_\_\_

\*\*Please attach any additional comments or directions to the event if necessary.