



OFFICE OF SECRETARY OF STATE JOHN H. MERRILL

Briefing Form

Before your function can be considered for the Secretary of State's calendar, the following information must be submitted. Secretary Merrill's photo and bio are available upon request.

Please complete and return this form to: Karen Guthrie **phone:** (334) 353-2171, Office of the Secretary of State – Alabama State Capitol, 1st Floor, Montgomery, Alabama 36130 **email:** Karen.Guthrie@sos.alabama.gov **fax:** (334) 242-2444.

EVENT INFORMATION			
Name and Location of Event:		Type of Event:	Number of People Attending:
EXACT E-911 Street Address: City / State / Zip:		Room/Location:	
Type of Appearance Requested: <i>(Drop-by, Welcome, Keynote, or Brief Remarks)</i>		Event Time: (a.m. / p.m.)	Preferred Arrival Time:
			Exact Speaking Time:
Q&A? (Yes or No):	Length of Speech:	Audience Description:	
Suggested Topic/Comments:		Attire:	
Additional Speakers:		Dignitaries Attending:	
CONTACT INFORMATION:			
Request Made on the Behalf of Group/Organization:		Contact Person at Organization :	
Name/Title of person making request:		Office Phone:	Cell Phone:
Office Phone:		Fax Number:	
Cell Phone:		Mailing Address:	
Email:		Email:	
DRIVING DIRECTIONS:			
Please give <u>detailed</u> driving directions from Montgomery, Alabama:			
SITE INFORMATION:			
Parking Arrangements:			
Contact Person for Security Details:		Who will greet Secretary Merrill and where?	
Cell Phone:		Cell Phone:	
Seating Arrangements: (Head Table, Stage?)		Seated with:	
Lectern Available? (Yes/No)		Microphone Provided? (Yes/No)	
Photo Needed? (Yes/No)		Media Contact:	
Email for photo:		Phone:	
Size/Format needed:		May Media attend?	
ADDITIONAL INFORMATION - IMPORTANT: Please provide information on the history/background of your organization and this event.			
PLEASE FILL OUT THE SECTION BELOW FOR OVERNIGHT OR OUT-OF-STATE TRAVEL			
SOS TRAVEL EXPENSES COVERED: <input type="checkbox"/> YES <input type="checkbox"/> NO		SOS ASSISTANT'S TRAVEL EXPENSES COVERED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> FLIGHT <input type="checkbox"/> HOTEL <input type="checkbox"/> MEALS <input type="checkbox"/> CABS <input type="checkbox"/> PARKING		<input type="checkbox"/> FLIGHT <input type="checkbox"/> HOTEL <input type="checkbox"/> MEALS <input type="checkbox"/> CABS <input type="checkbox"/> PARKING	
<input type="checkbox"/> CAR SERVICE PROVIDED		<input type="checkbox"/> CAR SERVICE PROVIDED	
<i>All travel arrangements must be coordinated with the Secretary of State's scheduler. Receipts for covered expenses will be submitted for reimbursement upon completion of trip.</i>			