



OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

JOHN W. OXENDINE
COMMISSIONER OF INSURANCE
SAFETY FIRE COMMISSIONER
INDUSTRIAL LOAN
COMMISSIONER
COMPTROLLER GENERAL

Official Schedule Request Form
Commissioner John Oxendine
Please Fax Back to 404-656-4030
Attention: Executive Office

Seventh Floor, West Tower
2 Martin Luther King Jr. Dr.
Atlanta, Georgia 30334
(404) 656-2056 or (404) 656-4031
www.gainsurance.org

Event Name: _____

Affiliated organization (if applicable): _____

Event date: _____ Event time: _____

Event location: _____

Address: _____ City/State _____

Location phone: _____ Location fax: _____

County: _____ Congressional District: _____

Will the event be indoors or outdoors?: _____

Purpose of the event: _____

History of the event: _____

Event contact: _____ Position: _____

Phone (home): _____ (work): _____ (cell): _____

Mailing Address: _____

City: _____ State _____ Zip _____

Email _____

Media Relations Contact: _____ Phone: _____

Other Event Contact (in case of emergency) _____ Phone: _____

Type of Event:

_____ Personal Meeting _____ Civic Other _____

Attire: _____ Casual _____ Business _____ Black Tie

Role of Commissioner at Event:

_____ Featured Speaker/Guest _____ Introduced and Brief Remarks _____ Forum

_____ Many Elected Officials _____ Recognized

Details about the group/audience that would be helpful to the Commissioner (i.e. background on the organization, organization website, representative of a specific region, audience's interests). Background information may also be faxed.

List (or fax) the key issues of importance to the organization and/or specific issues that the group would like Commissioner to address.

Other officials or special guests to attend: _____

Number of attendees? _____

Open to public? _____

Media to attend? _____

Who else will be speaking?: (name and titles): _____

Approximate time the Commissioner will be introduced to speak: _____

What takes place immediately before the Commissioner speaks: _____

And immediately after?: _____

Who will introduce the Commissioner? (name and title) _____

Who will be seated with the Commissioner? (Please fax list with names and titles)

Other event notes