



OFFICE OF THE GOVERNOR  
*REQUEST FOR APPEARANCE BY GOVERNOR STEVEN L. BESHEAR*

Individual/Organization Making Request		Address		
Point of Contact	Phone Number	Cell Number	Fax Number	Email Address
Name of Event				Media Expected?
Date of Event	Start Time / End Time (please note time zone)		Time of Governor's Appearance	
Event Location		Address		
Governor's Role at Event				
Suggested Topic of Speech (please include length of speech)				
Event Background Information (please provide a copy of any news release and agenda, if available)				
Targeted Audience			Expected Number Attending	
Dignitaries or Speakers Participating (please note <i>invited</i> or <i>confirmed</i> )				
Would you like a Greeting Letter if the Governor is unable to attend?		Yes	No	
Other Comments				

**NOTE:** Because the Governor's Schedule is so fluid, we usually do not confirm appearances more than two to three weeks in advance. We respectfully request that you do not place Governor Beshear's name on any notifications, invitations, or agendas unless you receive written confirmation from the Office of Scheduling. If you have any questions or concerns please contact Elizabeth Roach at 502-564-2611. Forms can also be faxed to 502-564-0437. Thank you!