

Mayor's Scheduling Request

If you would like to request a meeting with or schedule an event with Mayor Nutter, please complete the form below. Mayor Nutter's Scheduling Department will contact you 2 to 4 weeks prior to the date of your event/meeting with a response.

Note: Please provide as much information as you can at this time. This saves everyone time by helping to ensure that all necessary information is provided. (Please write legibly if you are handwriting this document)

Date Request Submitted

Date	
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Contact Information

First Name			
Last Name			
Organization (if applicable)			
Mailing Address	Street		
	City	State	Zip
Telephone	Work:		
	Cell:		
	Fax:		
E-mail Address (please include)			

Meeting/Event Information

Date of Meeting/Event			
Start Time			
End Time			
Meeting Title			
Event Location (Please provide exact address)	Street		
	City	State	Zip

Type of Function -- Please check all that apply

- | | | |
|--|---|---|
| <input type="checkbox"/> Meeting | <input type="checkbox"/> Breakfast | <input type="checkbox"/> Rally/Parade |
| <input type="checkbox"/> Graduation | <input type="checkbox"/> Ribbon Cutting | <input type="checkbox"/> Press Conference |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Luncheon | <input type="checkbox"/> Neighborhood Visit |
| <input type="checkbox"/> Forum/Debate | <input type="checkbox"/> Dinner | <input type="checkbox"/> Reception |
| <input type="checkbox"/> Media Interview | <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Other |

Event Description--Briefly describe the basic nature and purpose of the event/meeting.

What would you like Mayor Nutter to do at this event? (e.g., speak, greet, panel discussion, etc.)

How many people do you expect to attend this event?

PLEASE RETURN FORM TO: Via Mail: Office of the Mayor - Scheduling Department, City Hall, Room 215 – Philadelphia, PA 19107 - Via Fax: 215-686-2180 Questions call: 215-686-2191