



APPEARANCE REQUEST FORM

Section I: NATURE OF REQUEST

Need appearance confirmed with: Priority status – 3 to 5 business days Normal status – 10 business days

Request date: _____ Event date: _____ Event time: _____

Requestor Contact Information

Name of organization: _____

Requestor's name: _____ Requestor's title: _____

Email: _____ Web address: _____

Daytime phone: _____ Evening phone: _____ Fax: _____

Event/Program Coordinator Contact Information

Name: _____ Email: _____

Daytime phone: _____ Evening phone: _____ Fax: _____

Section II: TYPE OF MEETING/EVENT (check all that apply): Program details must be provided

Book signing Panel Ceremony Key note speaker Banquet Conference

School Assembly Classroom guest Other: _____

Event theme/focus: _____ Location of event: _____

Address _____

City _____ State _____ Zip _____

Mr. James is needed: Prior to event Entire event During event After event

Event attire: Black tie Semi-formal Business Dress suit Casual

Other _____

Section III: MR. JAMES IS REQUESTED TO DO THE FOLLOWING (check all that apply):

Details of theme, focus and audience demographics subject must be attached to request

Perform Meet with community leaders Media interview

Give remarks (max. talk time _____) Serve as a guest speaker (max. talk time _____)

Panelist (discussion topic details must be provided) Other _____

Section IV: REQUESTING THE FOLLOWING ITEMS: (check all that apply) Requires 10 business days:

Bio Photo Other _____

Section V: EXPENSES COVERED BY MY ORGANIZATION/COMPANY INCLUDE:

Itineraries must be confirmed and sent to Mr. James 10 days prior to event

Pro bono Speaker's fee Honorarium Pier diem Air transportation

Hotel Car rental Incidentals Meals Ground transportation

Other _____

Section VI: AGREEMENT

I, _____, have read this form and agree to honor all of the items I checked as it relates to my organization's event. I understand should, I must contact Foundation 56 via email or by phone should there be any changes to my original request.

Requestor's Signature _____ Date _____