



## Rockdale County Special Appearance Form

If you would like to request the appearance of the Chairman or Board Member at your event, please fill out the form below. Please submit request at least 2-4 weeks prior to the date of the event. All request will be reviewed on a first-come, first-served basis and will be fulfilled depending on the Board Member's prior schedule.

**The form must be completed in its entirety for consideration**

Requestor's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event/Appearance: \_\_\_\_\_ Event Start/End Time: \_\_\_\_\_

Time Speaker is Needed: \_\_\_\_\_

Exact Address of Event: \_\_\_\_\_

Indoor or Outdoor Event: \_\_\_\_\_ Indoor \_\_\_\_\_ Outdoor

Event Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Purpose for Appearance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Suggested words or comments for Speaker: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

On-site Contact (Primary) Name/Cell #: \_\_\_\_\_

On-site Contact (Secondary) Name/Cell #: \_\_\_\_\_

A friendly and safe environment must be maintained. The requested speaker reserves the right to walk away from any appearance deemed unsafe or harmful.

***\*All requests pending approval\****