



## Special Event Attendance Request Form

Due to the large number of requests we receive, please help us by filling this form out completely. Then, please submit it by emailing it to [shoryd1@parl.gc.ca](mailto:shoryd1@parl.gc.ca) or by faxing it to (403) 291-9516. For assistance with this form, please call us at (403) 291-0018. Thank you very much for your help. – *Office of Devinder Shory*

Event title:

Organization name:

Description of event:

Date and time (please include total duration):

Time MP Shory is requested: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Location:

Parking:

Total number of people expected:

Is there assigned seating:

Yes

No

Agenda or timeline of event:

Contact person before event (name, number(s) and email):

Contact person during event (name, number(s) and email):

Special guests in attendance:

Other politicians attending:

Is event open to the media?:

Yes

No

Names of media that have been invited and confirmed:

Dress code:

Casual

Business

Formal

Black Tie

Speaking opportunity:

Yes

No

Speech length in minutes:

3

5

10

15

Podium:

Yes

No

Food and refreshments:

Yes

No

Special greeting requested:

Yes

No

Printing deadline (if applicable):

Is greeting for publication?:

Yes

No

Is greeting for programme?:

Yes

No

Other info: