

# Office of First Lady Jeanette Herbert Request Form

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Governor's Mansion 603 East South Temple, Salt Lake City, Utah 84102

Group or individual(s) making request	Contact Information
<b>We invite First Lady to be our:</b>	
guest      speaker      keynote speaker      honoree      other	
<b>On the following date and time:</b>	

Event Details	
Location  (include address, building, room number, and entrance)	
Description of event:	
Purpose of First Lady Herbert's involvement:	

Who will be in attendance? (Be sure to include any special guests you have invited, as well as an approximate head count.)	
Is press/media involved? In what capacity?	
What is the dress?	
Please provide the following information:	<ul style="list-style-type: none"> <li>- An itinerary of the event</li> <li>- Driving directions, if applicable</li> <li>- Talking points about your organization/group/initiative</li> <li>- Any other important information</li> </ul>

<b>Speech Details</b>	
Topic	
Length of speech	
Microphone	Yes    No
Podium	Yes    No
Will anyone introduce her? Who?	
Who else is speaking/performing?	

A few guidelines:

1. We do not schedule anything more than six weeks in advance. Once we receive your request we will review it at the appropriate time.
2. Within two weeks of receiving your request we will notify you about First Lady Herbert's ability (unless you have submitted the request more than six weeks in advance). If you have not been contacted within that time, please contact Judith George at 538-1339 or [jgeorge@utah.gov](mailto:jgeorge@utah.gov).

3. Please keep in mind that First Lady Herbert's schedule may change at any time, based on current state needs and responsibilities at the time. If this occurs, we apologize for any inconvenience and appreciate your understanding.
4. Any press releases, sound bytes, printed material, etc that use First Lady Herbert's name or quotes must be approved by our office before being distributed. If you are unwilling to do this, the First Lady will be unable to participate in your event. Submission of this form indicates that you understand and accept these terms.