



Texas Federation of Republican Women

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President Speaker Request Details:

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IMMEDIATE

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Date of the event _____

Name of the event _____

Name of the organization _____

Time of the event (start to finish) _____

Location (venue name, address, room) of the event

Where is the venue (office, restaurant, shopping center, etc.)?

Any other helpful details regarding the location and/or parking

Contact (name, email, and cell phone)

Expected number in attendance _____

Type of event (club meeting, fundraiser, panel discussion, etc.)

When should the President arrive? _____

Who will meet the President and where? (name and cell phone)

Is the President speaking? _____

Who will introduce the President? _____

At what time? _____

For how long? _____

On what Topic(s)?

Please provide the appropriate attire for the event. _____

Please provide a description of the event and a timeline.

