



*Lynn Fitch*  
STATE TREASURER

## **ATTENTION:**

**You must first download the form before filling it out and submitting.**



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## Treasurer Lynn Fitch • Event Request Form

Email: [stacey.hight@treasury.ms.gov](mailto:stacey.hight@treasury.ms.gov)

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### **Organization Name:**

*Contact name(s):*

*Phone (Work and Cell):*

*Email:*

*Point of contact for day of event:*

### **Meeting Details:**

*Type of Event: (i.e. meeting, tour, speech, etc.)*

*Date of Meeting (Day and Date):*

*Time:*

*Place and address of the event:*

*Attire:*

*Will other officials be attending (If so, who)?*

*Please list members of your board and/or executive team:*

*Is the Treasurer speaking?*

*If so, please tell us how long she will speak, what topics you would like for her to discuss, and if you would like to leave time for questions.*

*How many people will attend?*

*Background information on the event and host organization:*

*Any special instructions (directions, where to park, who will meet the Treasurer, etc.):*

*Please attach a copy of the tentative program:*