

# Scheduling Request

SENATOR JESSE ARREGUÍN • DISTRICT SEVEN

Please submit this completed form to Senator Arreguín's **SCHEDULER**.

## EVENT DETAILS

EVENT/MEETING		DATE [MM/DD/YY]	TIME [HH:MM]
TYPE	ATTIRE	IF TYPE IS "OTHER," DESCRIBE	
LOCATION	<input type="checkbox"/> VIRTUAL <input type="checkbox"/> IN-PERSON <input type="checkbox"/> BOTH	IF VIRTUAL, LIST URL / LINK	
EXPECTED AUDIENCE SIZE	AUDIENCE TYPE	PRESS EXPECTED? <input type="checkbox"/> YES <input type="checkbox"/> NO	NOTABLE ATTENDEES
REQUESTER		TELEPHONE / EMAIL	

## SPEAKING DETAILS

IS THE SENATOR TO SPEAK? <input type="checkbox"/> YES <input type="checkbox"/> NO	PRESENTATION/SPEECH LENGTH	SENATOR'S ROLE
SPEAKING TOPIC		

## FINANCIAL DETAILS

REQUESTING PAYMENT, DONATION AND/OR EVENT FEE AND DESCRIPTION	
GIFT ANTICIPATED?	ESTIMATED VALUE OF GIFT