

## Wyoming State Treasurer's Office

Please answer all relevant questions pertaining to your event and Treasurer Gordon's attendance. Email this form back to Kathy Ramsey, Executive Assistant to the Treasurer, at [Kathy.Ramsey@wyo.gov](mailto:Kathy.Ramsey@wyo.gov). We will respond as quickly as possible to your invitation. Thank you for your assistance.

### **SCHEDULING REQUEST FORM**

Group Name: \_\_\_\_\_

Event Title: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: Office: \_\_\_\_\_

Home: \_\_\_\_\_

Cell : \_\_\_\_\_

Email Address: \_\_\_\_\_

Day and Time of Event: \_\_\_\_\_

How many will attend?: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Will Treasurer Gordon be the keynote speaker? \_\_\_\_\_

Will there be other speakers in attendance? \_\_\_\_\_

Who will introduce Treasurer Gordon? \_\_\_\_\_

Do you need a bio? (please refer to Treasurer Gordon's website at <https://treasurer.state.wy.us/>  
or one can be sent to you at: \_\_\_\_\_

How long would you like Treasurer Gordon to speak? Q&A? \_\_\_\_\_

Is there a requested topic? \_\_\_\_\_

Proper Attire? \_\_\_\_\_

Will there be press attending? \_\_\_\_\_

\*\*Please attach any additional comments or directions to the event if necessary.