



The Town of Stratford, Connecticut
Office of the Mayor
2725 Main Street
Stratford, CT 06615
Telephone: 203.385.4001
Fax: 203.385.4108

MEETING REQUEST FORM

This form has been created to expedite review of your request.

The Mayor strives to accept every meeting request as soon as possible. This form will assist our office in planning the Mayor's schedule as far in advance as possible.

Please provide the following information:

Date of Meeting: _____

Time Mayor is Requested to Attend Meeting: _____

Meeting Topic: _____

Name of Sponsoring Organization(s): _____

Requested Role of Mayor: **Speaker** **Participant**

Other _____

In the event of a conflict with the Mayor's schedule, would you accept a Representative of the Mayor's Administration to participate on his behalf?

Yes **No**

Your organization's contact person for meeting (title, mailing address, e-mail address, work phone number, cell phone number and fax number (cell phone number is necessary in case of emergency or other day of event scenarios):

Location of meeting (including address and on site phone number):

Driving directions:

Parking instructions:

Number of people attending (attach participant list): _____

Elected officials or dignitaries (names and office) confirmed to attend meeting:

Agenda (please attach a formal agenda)

If applicable, please attach any pertinent information that may be useful for the Mayor's participation.

Will press be invited? Yes No

If yes, please detail which media outlets will be contacted.

Please provide any additional information that will be helpful to the Mayor:

Submitted by:

Signature

Date

Printed Name

Please return this form to:

Ashley Haydu and Heather Habelka
Office of Mayor James R. Miron
2725 Main Street, Stratford, CT 06615
ph: (203) 385-4001 fax: (203) 385-4108
e-Mail: ahaydu@townofstratford.com
habelka@townofstratford.com

The Office of the Mayor will respond to this request in writing. Until confirmation is received, all requests are considered pending and should not be referenced in invitations or other announcements printed or otherwise. Please allow 10 business days for processing.