SCHEDULE REQUEST FORM

Print Form

Requested by (Name):
Telephone Number:
Email:
Staff to Accompany Controller:
Date Received:

(Use for Staff Only)

Please send Request to:
Idaho State Controller
Donna M. Jones
Attn: Jenn Bonilla
P.O. Box 83720
Boise, Idaho 83720-0034
FAX: 208-334-2671
Phone: 208-332-8705
E-mail: jbonilla@sco.idaho.gov

Please attach a copy of the agenda, the invitation, and any other details or background

Request: ☐ Meeting ☐ Keynote ☐ Remarks ☐ Welcome ☐ Honoree ☐ Other:

Sole Point of Contact:	**Phone:**
Cell:	**Email:**

Event Details

Organization Hosting:

Name of Event:

Event Date:	**Event MC:**
Start Time:	**End Time:**
Time Controller Arrives:	**Time Controller May Depart:**

Other Prominent Guests:

*include short bio's on accompanying page(s)

Where Controller will be Seated:

Directions, address and entrance:

Purpose of Event or Meeting:

Media Present: ☐ **Yes** ☐ **No** Details:

Speaking Details

Type and size of Audience:

Topic Preference/Talking Points:	**Time Allotted to speak:**

Who Will Introduce the Controller?

Who Else is Speaking?

Scheduling Policy

1. The Controller is unable to commit to events or requests more than six weeks in advance. Please plan accordingly. 2. Prior to including the Controller as an attendee in a news release or printed materials, please contact the scheduling office for approval. 3. Please bear in mind that considering her official duties and current events, the Controller may need to rearrange her schedule. Due to her multiple responsibilities and other factors, it is always possible that she may not be able to appear as planned. In such cases, we respectfully request your understanding and apologize for any inconvenience. 4. Please assign a sole point of contact in order to avoid inconsistencies and misinformation.