

Office of the CEO
DeKalb County Government
Manuel J. Maloof Center



1300 Commerce Drive, 6th Floor, Decatur, GA 30030

INFORMATION SHEET MUST BE RECEIVED & APPROVED BEFORE SCHEDULING

Note: Please allow 7 - 10 business days for a response

Fax: 404-687-4751 or Email CEOMichaelThurmond@dekalbcountyga.gov

Event Request Form

Event Name _____

Organization _____

Event Day/Date: _____ Time: _____

Event Location: _____

Address: _____

City/Zip Code _____

Will the event be indoors or outdoors? _____

Purpose of the Event _____

ATTIRE: ___ Casual ___ Business ___ Formal ___ Black Tie Only

Point of Contact _____

Phone (Work) _____ (Home) _____ (Cell) _____

Email: _____

The Role of CEO: ___ Featured Speaker/Guest ___ Introduced and Brief Remarks
 ___ Forum ___ Recognition or Award

The time that the CEO is scheduled to speak: _____

Speech Topic: _____

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Talking Points (supply information for the CEO's speech writer) - Include background information about the organization & key issues of importance to the organization that the group would like the CEO to address:

Audience: (estimated number of attendees & demographics)?

Describe the Setting:

Podium Auditorium with a stage Conference Room

Other (describe event layout) _____

Seating arrangements for the CEO _____

Who will introduce the CEO? (Name/Title)

Who else will be speaking? (Names/Title)

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Is this event open to the public? Yes or No

Will any media attend? Yes or No

Will there be a photo op? Yes or No

Photographer (permissible) Yes or No

DCTV (permissible) Yes or No

Parking for the CEO Yes or No

Parking for Staff Member Yes or No

Parking for Staff Photographer Yes or No

Parking for DCTV Yes or No

Submit program or Run of Show (one week prior to the event)

Do you need the CEO's Bio? If so, click the following link:

http://dekalbcountyga.gov/portals/ceo/ceo_biography.html

Proclamation/Ceremonial Letter Yes or No
