

City of Helena
Mayor Collins
Schedule Request Form



You can fill out this form digitally, by selecting "Fill & Sign" in the .pdf toolbar.

Contact Information-

Full Name: _____

Email Address: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Cell Phone Number: _____

Event Date and Time: _____

Location of Event (Exact location, room number, etc.):

Meeting or Event Information:

Name of All Attendees:

Reason for Meeting:

How long will meeting last?

- 15 minutes
- 30 minutes
- 1 hour
- Other – Please indicate time. _____

Organization Hosting Event: _____

Total Time Requested (Program time, Mayor's anticipated time of arrival, amount of time Mayor is requested to attend): _____

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Mayor's Role

- Emcee
- Welcome
- Panelist
- Other – Please indicate role: _____

Will the Mayor be asked to speak?

- Yes
- No

Background/Briefing/Details – Please include briefing papers, background information, agenda, speaking points, or indicate the day the material will be provided at least seven working days in advance of the event. Materials may also be submitted to the Mayor's Office (address below):

Mileage – If Mayor Collins uses personal vehicle for events outside of Helena there is a \$.58 cents per mile (IRS Standard) reimbursement:

Accommodations- If schedule request requires an overnight stay, please indicate if Mayor Collins' accommodations will be paid for and name/address of Hotel.

Airfare – If appropriate, please indicate if Mayor Collins' airfare will be paid for and if he needs to make his flight reservations.

Please allow seven working days to process and respond to your request.

Mayor Wilmot Collins
City of Helena
316 N. Park Avenue
Helena MT 59623

MAYOR'S OFFICE USE:

Date Confirmed: _____

By: _____