



APPEARANCE REQUEST FOR SECRETARY STEPHANIE KLETT

Thank you for requesting the Secretary to participate in your event.
Please return to Sarah Klavas at sklavas@travelwisconsin.com.

You Can Use Your Tab Key to Move Between Cells

Today's Date

Contact Information

Name

Organization

Email

Phone

Who will meet Secretary on arrival?

Cell phone

Event Information

Event name

Event date

Flexible? Yes No

Short event description (theme/focus)

Purpose of event

Celebrate Educate

Start time

End time

Suggested arrival time

Event venue

Event will be: Inside Outside

Event address

Room #/Name

Anticipated size of audience

Secretary's role (keynote/panelist, etc.)

Suggested topics:

Impact of WI tourism

Specific topic

Length of remarks Will media be attending? Yes No

Will there be other speakers? Please list order

Guest VIP list (legislators, local elected officials, others)?

Suggested attire

- Casual
- Business casual
- Formal
- Black tie

Video/Sound

As part of the presentation, the Secretary will typically show the Department’s latest marketing materials such as videos, TV commercials, etc., that requires audio/visual (A/V) equipment. Please describe room layout.

Screen size Windows have curtains? Yes No

Layout (rounds/square tables)

Will you have an A/V technician onsite to assist with set-up before and during the presentation? Yes No

Please check all A/V equipment that will be set up for the event

- Screen
- Projector
- Speakers
- Sound board
- Podium
- Microphone (wireless/handheld)
- Projector table
- Extension cord(s)/outlets

Accommodations

Will complimentary overnight accommodations be provided? Yes No

If yes, where?

If no, please provide a recommendation for lodging

Additional Notes:

- Please email a final RSVP list to sklavas@travelwisconsin.com no later than three days prior to the event.
- The Secretary prefers to speak before food is served or after attendees have finished eating.
- The State of WI lodging rate is \$82 (tax-exempt). (There are a few county exceptions to this rule.)