



# EVENT REQUEST FOR SECRETARY SARA MEANEY

Thank you for requesting the Secretary to participate in your event.  
Please return to Chelsey Bence at [cbence@travelwisconsin.com](mailto:cbence@travelwisconsin.com).

Use Your Tab Key to Move Between Cells

## EVENT AND CONTACT INFORMATION

<b>Event Name</b>	<b>Event Date</b>		
	<b>Date Flexible?</b>	<b>Yes</b>	<b>No</b>

<b>Organization</b>	<b>Phone</b>
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<b>Contact Name</b>	<b>Email</b>
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**Short event description (theme/focus)**

<b>Purpose of event:</b>	<b>Celebrate</b>	<b>Educate</b>
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<b>Start time</b>	<b>End time</b>	<b>Suggested arrival time</b>
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<b>Event venue</b>	<b>Event will be:</b>	<b>Inside</b>	<b>Outside</b>
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<b>Event address</b>	<b>Room # / name</b>
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<b>Anticipated size of audience</b>	<b>Secretary's role (keynote/panelist, etc.)</b>
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<b>Suggested topics:</b>	<b>Impact of WI tourism</b>	<b>Specific topic</b>
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<b>Length of remarks</b>	<b>Event open to the media?</b>	<b>Yes</b>	<b>No</b>
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**Will there be any other speakers?**

**Notable attendees (legislators, local elected officials, others)**

**Suggested attire:      Casual                      Business casual                      Formal                      Black Tie**

**A/V**

**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:**

<b>Screen</b>	<b>Projector</b>	<b>Extension cord(s) and outlets</b>
<b>Sound board</b>	<b>Podium</b>	<b>Microphone (wireless/handheld)</b>
<b>Projector table</b>	<b>Speakers</b>	

**ACCOMMODATIONS**

**Will complimentary overnight accommodations be provided?                      Yes                      No**

**If yes, where?**

**If no, please provide a recommendation for area lodging**

**Today’s Date of Submission**

**ADDITIONAL NOTES**

- **Please email a final RSVP list to [cbence@travelwisconsin.com](mailto:cbence@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.**