



Appearance Request: Commissioner Mary Cathryn Ricker

Thank you for your interest in having Commissioner Ricker join your meeting, attend your event, or present/speak as part of your program. All requests are managed using this form. Please complete all parts of the form that pertain to your request. This helps us finalize the commissioner's schedule as quickly as possible.

Requests will be responded to in a timely manner. Please note, we typically do not confirm events more than three to four weeks in advance. Thank you for your understanding and patience.

Type of Request *(check one)*

- Participation at event
- Speaking engagement
- Meeting

Event title: _____

Name of organization hosting this event: _____

Event date: _____ Event start time: _____ Event end time: _____

Number of attendees expected: _____ Make up of audience: _____

(List the names and titles of dignitaries or notables, and a full list of attendees, if possible.)

Location Details

Name of building, organization location: _____

Street address: _____ City: _____ ZIP Code: _____

Check-in location: _____

Parking details: _____

Contact name: _____

Title: _____ Contact mobile phone: _____

Role Details

Event Appearance

(Describe program, including timeline and what the commissioner's role will be at the event.)

Speaking Engagement

Is this a keynote-speaking request? Yes No

Length of remarks: _____

Specific topics to address: _____

Other details (order of other speakers and identities; logistics of the space, etc.):

Meeting

(Explain the purpose of the meeting and what role the commissioner will have at it.)

Will media be present? Yes No If yes, who: _____

Will your local legislative representatives be present? Yes No

Designee Assignment

A commissioner's representative would be acceptable for this event/engagement/meeting if the commissioner is unavailable (check all that apply):

Deputy or Assistant Commissioner Director of External Relations Division Director

Subject Matter Expert Any, at agency discretion

Agenda (timeline of event)

Paste or type a copy of the agenda, with start and end times of each topic, below.

Background information

Add here anything that will help in preparing remarks, such as history, context for the event, information about a project, current news and upcoming events related to the organization and event, etc.

➤ **Your request is not final until you submit it using the button below.**

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Thank you for your understanding and patience.

If you have trouble submitting this form using the link above, please email a copy of the completed request to:

mde.commissioner@state.mn.us