



Appearance Request: Commissioner Mary Cathryn Ricker

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

Requests will be responded to in a timely manner. Please note, we cannot 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 host organization:

Event date:

Event start time:

Event end time:

Number of attendees expected:

Make up of audience:

(Provide the names and titles of dignitaries or notables, or a 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:

Agenda (timeline of event)

Paste or type a copy of the agenda, with start and end times of each topic, below. If insufficient room, send a copy as an attachment along with this form.

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.***

Requests will be considered and responded to in a timely manner. Please note that we typically do not confirm events more than three to four weeks in advance. We will contact you as soon as possible.

Thank you for your understanding and patience.

If you have trouble using the submit button, please email your completed request to: maria.vincent@state.mn.us