OFFICE OF ATTORNEY GENERAL LUTHER STRANGE



Briefing Form

Generally, a date cannot be confirmed until three (3) weeks prior to the event. Before your function can be considered for the Attorney General's calendar, the following information must be submitted. The Attorney General's photo and bio are available upon request Please complete and return this form to: Ms. Sandy McLure, Office of the Attorney General - 501 Washington Avenue, 3rd Floor, Montgomery, Alabama 36130 email: smclure@ago.state.al.us, phone (334)242-7447, fax (334) 242-4891.

NO RECORDINGS OR TAPINGS OF EVENTS OR PUBLIC APPEARENCES WITHOUT PRIOR WRITTEN OR EXPRESSED VERBAL AUTHORIZATION FROM THE ATTORNEY GENERAL'S OFFICE.

EVENT INFORMATION					
Name of Eve	nt and Place Event to Be Held:	Type of Event:	# Attending:	Event Date:	
EXACT E-911					
Street Address:		Room/Location:		Day of Week:	
City / State / Zip:					
Type of Appearance Requested:		Event Time:	Preferred Arrival	Exact Speaking Time:	
(Drop-by, Welcome, Keynote or Brief Remarks)		(a.m. / p.m.)	Time:		
Q&A? (Yes or No): Length of Speech:		Invited to Attend:			
	0				
Suggested Topic/Comments:		Attire:			
Invited to Attend (General Strange, Mrs. Strange, Family, etc.):		Dignitaries Attending:			
CONTACT INFORMATIO					
Request Made of the Behalf of Group/Organization:		Contact Person at Organization :			
Name/Title of person making request:		Office Phone:	Cell Phone:	Fax Number:	
Office Phone: Cell Phone:		Mailing Address			
Office Phone: Cell Phone:		Mailing Address:			
E-mail:		E-mail:			
DRIVING DIRECTIONS:					
	iving directions from Montgomery, Ala	bama:			
3	,,				
SITE INFORMATION:					
Parking					
Arrangements:					
Contact Person for Security			Who will greet General		
Details:		Strange, and Where?			
Cell Phone:		Cell Phone:			
Seating Arrangements: (Head Table,		Seated with:			
Stage?) Lectern Available? (Yes/No)		Migraphana Dravida	۸n		
	n Available? (Yes/No)	Microphone Provided? Media Contact:			
E-mail for photo:		Phone:			
	Size/Format needed:	May Media attend?			
ADDITIONAL INFORMA		ividy ivicala attella:			
ADDITIONAL INI ORIVIA	anon.				