

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 APPEARANCES WITHOUT PRIOR WRITTEN OR EXPRESSED VERBAL AUTHORIZATION FROM THE ATTORNEY GENERAL'S OFFICE.

EVENT INFORMATION			
Name of Event and Place Event to Be Held:		Type of Event:	# Attending:
EXACT E-911 Street Address: City / State / Zip:		Room/Location:	
		Day of Week:	
Type of Appearance Requested: (Drop-by, Welcome, Keynote or Brief Remarks)		Event Time: (a.m. / p.m.)	Preferred Arrival Time:
Q&A? (Yes or No):	Length of Speech:	Invited to Attend:	
Suggested Topic/Comments:		Attire:	
Invited to Attend (General Strange, Mrs. Strange, Family, etc.):		Dignitaries Attending:	
CONTACT INFORMATION:			
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:	
E-mail:		E-mail:	
DRIVING DIRECTIONS:			
Please give detailed driving directions from Montgomery, Alabama:			
SITE INFORMATION:			
Parking Arrangements:			
Contact Person for Security Details: Cell Phone:		Who will greet General Strange, and Where? Cell Phone:	
Seating Arrangements: (Head Table, Stage?) Lectern Available? (Yes/No)		Seated with: Microphone Provided?	
Photo Needed? (Yes/No) E-mail for photo: Size/Format needed:		Media Contact: Phone: May Media attend?	
ADDITIONAL INFORMATION:			