

|  |
| --- |
| **EVENT INFORMATION** |
| Event Name | WisDOT to CompleteEstimated Travel Time: Directions:  |
| Event Date *(m/d/yy)* Flexible: [ ]  Yes [ ]  No |
| Speaking Time | Suggested Arrival Time |
| Event Location |
| Event Address,  |
| Room Name/# |
| Onsite Contact & Cell Phone |
| Type of Event[ ]  Inside [ ]  Outside [ ]  Podium [ ]  Roundtable [ ]  Other |
| Anticipated Size and Composition of Audience | Parking Instructions |
| Short Event Description *(Theme/Focus)* and Secretary’s Role |
| Event/Meeting Timeline and List *(order)* of Speakers |
| Topic(s) You Would Like the Secretary to Discuss |
| Virtual Meeting Platform / AV Equipment available |
| Invited VIP Guests *(Legislators, Local Elected Officials, Others)* |
| **CONTACT INFORMATION** |
| Name | Today’s Date *(m/d/yy)* |
| Organization |
| Cell Phone | Other Phone |
| Email Address |
| Form Confirmed By:       on Date:       | DT1001 2/2022 |

More information about the [Secretary](http://wisconsindot.gov/Pages/about-wisdot/who-we-are/exec-offc/secretary.aspx), [Wisconsin Department of Transportation](http://wisconsindot.gov/Pages/about-wisdot/who-we-are/dept-overview/default.aspx), and his [photo](http://wisconsindot.gov/Pages/about-wisdot/newsroom/logo-photo-gal/people.aspx) is available online. Please return this completed form to: DOTExec@dot.wi.gov. Someone will contact you to confirm.