

|  |  |  |
| --- | --- | --- |
| **EVENT INFORMATION** | | |
| Event Name | | WisDOT to Complete  Estimated 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](mailto:DOTExec@dot.wi.gov). Someone will contact you to confirm.