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| OS-8.docx 11/2018 |
|  | Wisconsin Department of Agriculture, Trade and Consumer ProtectionOffice of the SecretaryPO Box 8911, Madison, WI 53708-8911Phone: (608) 224-5015 |
| Event Speaker Request  |
| Include any relevant attachments such as the event agenda or promotional materials. Thank you for your interest. |
| REQUEST FOR: |
| [ ]  Secretary | [ ]  Assistant Deputy Secretary | [ ]  Other:       |

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| CONTACT: |
| NAME      | TITLE      | ORGANIZATION      |
| STREET ADDRESS      | CITY      | STATE   | ZIP      |
| E-MAIL      | PHONE: (     )     -      | CELL PHONE(     )     -      |

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| EVENT INFORMATION: |
| Event type: | [ ]  Meeting | [ ]  Conference | [ ]  Reception | [ ]  Tour | [ ]  Meal | [ ]  Other:       |
| Title:       | Purpose:       |
| LOCATION STREET ADDRESS      | CITY      | STATE   | ZIP      |
| Parking instructions:       |
| Date:       | Start time:       | End time:       |
| Tentative event outline:       |
| Remarks requested: | [ ]  No | [ ]  Yes | Length:       |
| Topics to include in remarks:       |
| Time for question and answer: | [ ]  No | [ ]  Yes | Length:       |
| Topics expected for question and answer:       |
| Audience expected:       | Media expected: | [ ]  No | [ ]  Yes |
| Additional information for consideration:       |

Please submit this completed form to DATCPEventRequest@wisconsin.gov