

City of Evansville
Mayor Lloyd Winnecke
In-Person Appearance/Virtual Appearance
Meeting Request Form

Mayor Winnecke attends as many events as his calendar allows. He schedules meetings when appropriate and when there is availability.

The mayor's schedule fills up fast and we appreciate receiving requests at least 4 to 8 weeks in advance.

We review these once a week during our staff meetings. Please allow 1 to 2 weeks for a response.

1. EMAIL

appearance@evansville.in.gov

2. MAIL or HAND-DELIVER

Mayor's Office
302 Civic Center Complex
1 NW Martin Luther King, Jr., Blvd.
Evansville, IN 47708

3. FAX

812-436-4966

Questions? Please call (812) 436-4962.

Questions	Type your responses in the boxes below
DATE Form Submitted	
NAME of Person Submitting Request	
Name of ORGANIZATION Making Request	
NAME of Event	
DATE OF EVENT and DAY OF WEEK <i>include all possible date options if flexible</i>	
START Time and END Time	
LOCATION and ADDRESS of Event	
Contact NUMBER <i>And if different, a MOBILE NUMBER for day of event, in case of emergency</i>	
Contact Email Address	
Time You Would Like the Mayor to ARRIVE	
Length of Time You Hope Mayor Could STAY	
REASON for/DESCRIPTION of Event <i>Include as much background as would be helpful</i>	
Agenda/Timeline/Run-of-Show for Event <i>EXAMPLE: Start time Order of events/speakers Timing for each segment End time</i>	
Meeting Type / What Would be the Mayor's ROLE? <i>Mark all that apply</i>	<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual <input type="checkbox"/> Attend Only <input type="checkbox"/> Brief Remarks (1-3 minutes) <input type="checkbox"/> Issue Proclamation <i>(Proclamation Request Form is required)</i> <input type="checkbox"/> Participate in Ribbon Cutting <input type="checkbox"/> Other, provide details
Details for Mayor's ROLE	

<p>NUMBER of Attendees You Expect</p>	
<p>Are You Inviting MEDIA?</p>	
<p>List Any SOCIAL MEDIA or Online Information Used for the Event: <i>Twitter Handle; Facebook Page; Event-Specific Hashtag; Website URL</i></p>	
<p>Recommended ATTIRE</p>	
<p>PARKING Instructions or Logistics</p>	
<p>Is Event at Least 2 Weeks (virtual request) or 4 Weeks from Today's Date?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>
<p>Please type "I agree" to confirm you have read and understand the included guidelines and procedures and agree to the terms therein.</p>	

**Thank you for submitting this form.
 We review these once a week during our staff meetings.
 Please allow 1 to 2 weeks for a response.**

[Click here to submit form using your email system](#)