



# OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

**RALPH T. HUDGENS**  
COMMISSIONER OF INSURANCE  
SAFETY FIRE COMMISSIONER  
INDUSTRIAL LOAN  
COMMISSIONER

**Official Schedule Request Form**  
**Commissioner Ralph T. Hudgens**

**Please Fax Back To 404-656-4030**  
**Attention: Executive Office**

Seventh Floor, West Tower  
2 Martin Luther King Jr. Dr.  
Atlanta, Georgia 30334  
(404) 656-2056 or (404) 656-4031  
www.oci.ga.gov

**Event Name:** \_\_\_\_\_

**Affiliated organization (if applicable):** \_\_\_\_\_

**Event date:** \_\_\_\_\_ **Event time:** \_\_\_\_\_

**Event location:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/State:** \_\_\_\_\_

**Location phone:** \_\_\_\_\_ **Location fax:** \_\_\_\_\_

**County:** \_\_\_\_\_ **Congressional District:** \_\_\_\_\_

**Will the event be indoors or outdoors?** \_\_\_\_\_

**Purpose of the event:** \_\_\_\_\_

**History of the event:** \_\_\_\_\_

**Event contact:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Phone (home):** \_\_\_\_\_ **(work):** \_\_\_\_\_ **(cell):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Media Relations Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Other Event Contact (in case of emergency):** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Type of Event:**  
\_\_\_\_\_ **Personal Meeting** \_\_\_\_\_ **Civic** \_\_\_\_\_ **Other:** \_\_\_\_\_

Attire: \_\_\_\_\_ Casual \_\_\_\_\_ Business \_\_\_\_\_ Black Tie  
Role of Commissioner at Event:

\_\_\_\_\_ Featured Speaker/Guest \_\_\_\_\_ Introduced and Brief Remarks \_\_\_\_\_ Forum  
\_\_\_\_\_ Many Elected Officials \_\_\_\_\_ Recognized

Details about the group/audience that would be helpful to the Commissioner (i.e. background on the organization, organization website, representative of a specific region, audience's interests). Background information may also be faxed.

List (or fax) the key issues of importance to the organization and/or specific issues that the group would like Commissioner to address.

Other officials or special guests to attend: \_\_\_\_\_

Number of attendees? \_\_\_\_\_

Open to public? \_\_\_\_\_

Media to attend? \_\_\_\_\_

Who else will be speaking? (name and titles) \_\_\_\_\_

Approximate time the Commissioner will be introduced to speak: \_\_\_\_\_

What takes place immediately before the Commissioner speaks: \_\_\_\_\_

And immediately after? \_\_\_\_\_

Who will introduce the Commissioner? (name and title) \_\_\_\_\_

Who will be seated with the Commissioner? (Please fax list with names and titles)

Other event notes<