



Terry E. Branstad
GOVERNOR

OFFICE OF THE GOVERNOR

Kim Reynolds
LT. GOVERNOR

Advance Worksheet

Event/Organization

Date and Time

Staff

Purpose

Recognize XXXXXXX as the newest HBI community

Attendee(s)

Contact Information

Name:

Office Phone:

Cell Phone:

Email Address:

Day of Event Contact Person

Name:

Cell:

Location/Directions

Governor will be met by

Est. Attendance

Press at Event

Speech (Length, topic, introducer, podium)

Agenda

Other (Dress)

Business