

**Mayor Event Request Form  
City of Tigard**

Thank you for your interest in inviting the Mayor to your event. Please complete the information below so we can evaluate scheduling and ensure the Mayor's participation is meaningful and aligned with community priorities.

**Contact Information**

1. Name of Organization:
2. Primary Contact Name and Title:
3. Email:
4. Cell Phone:

**Event Details**

5. Event Name:
6. Event Date:
7. Event Start Time:                      End Time:
8. What time would you like the Mayor to arrive?
9. How long do you expect the Mayor to stay?
10. Location (Venue and Address):

11. Estimated # of People in Attendance:

12. Audience Type (check all that apply):

- ☐ Residents    ☐ Business community                      ☐ Youth / Students
- ☐ Nonprofit / Community organization                      ☐ Government / Civic leaders
- ☐ Other:

13. Event Description (purpose, activities, and goals). How does this event benefit the Tigard community?

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**Mayor Participation**

14. What role are you requesting from the Mayor?

☐ Attend only   ☐ Give remarks   ☐ Present proclamation/award

☐ Participate in panel   ☐ Ribbon cutting   ☐ Other:

15. If remarks are requested, how long should they be? What topics should the Mayor address?

16. Will media be present?

☐ Yes   ☐ No   ☐ Unknown

17. Do you expect other elected officials to attend? If yes, who?

**Logistics**

18. Dress Code:

19. Parking Instructions:

**Additional Information**

20. Anything else we should know?

**Submission Timeline**

Please submit requests at least 3–4 weeks in advance when possible.