

Request for Official Appearance



**Kentucky Department of Agriculture
Commissioner Jonathan Shell**

Organization Making Request:		Contact Name:
Address, City, State, Zip:		Email:
Phone:	Cell Phone:	Fax:
Name of Event:		Media Expected:
Event Address, City, State, Zip:		County:
Event Location:		
Date(s) of Event:	Date of Commissioner's Appearance:	Time of Commissioner's Appearance (include AM/PM and time zone):
Commissioner's Role at Event:		Q&A Included? (circle one) Yes No
Suggested Topic of Speech:		Length of Speech:
Event Background Information (Please provide a copy of any news release and agenda, if available):		
Dignitaries or Speakers Participating (please note invited or confirmed):		
Targeted Audience:		Expected Number Attending:
Other Comments:		

NOTE: Because the Commissioner's Schedule is so fluid, we typically do not confirm appearances more than two to three weeks in advance. We respectfully request that you do not place the Commissioner's name on any notifications, invitations, or agendas unless you receive written confirmation from the Office of Commissioner. If you have any questions or concerns, please email agr.scheduler@ky.gov or call 502-573-0450. Thank you!