

City of Helena
Mayor Collins
Schedule Request Form



You can fill out this form digitally, by selecting "Fill & Sign" in the .pdf toolbar.

Contact Information-

Full Name: _____

Email Address: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Cell Phone Number: _____

Event Date and Time: _____

Location of Event (Exact location, room number, etc.):

Meeting or Event Information:

Name of All Attendees:

Reason for Meeting:

How long will meeting last?

- 15 minutes
- 30 minutes
- 1 hour
- Other – Please indicate time. _____

Organization Hosting Event: _____

Total Time Requested (Program time, Mayor's anticipated time of arrival, amount of time Mayor is requested to attend): _____

