

ALABAMA STATE HOUSE

REQUEST TO ASSEMBLE FORM

Form Submission Date: _____

A copy of this completed form must be emailed or a paper copy provided to Angela McCullers at the State House Visitor/Information Desk.

Email: Angela.McCullers@alsenate.gov. Office Phone: (334) 261-0739.

Individual/Group Name: _____

Event Date: _____

Event Time: _____

Event Equipment/Staging: _____

Number of Event Participants: _____

Event Noise Sources (bands, loudspeakers, etc.): _____

Purpose of Event/Assembly (be specific): _____

Special Needs Issues/Requests: _____

Event Organizer: _____

Event Primary Contact: _____

Primary Contact Phone Number: _____

Primary Contact Email Address: _____

Name/Number for Event On-site Contact*: _____

* *If other than the Primary Contact listed above.*

Legislative Sponsor(s) for Event, if Applicable: _____

Additional questions or confirmation of approval or denial of applications may be directed to Angela McCullers at the State House Visitor/Information Desk, using the contact information listed above.

FOR STATE HOUSE AUTHORIZED PERSONNEL USE ONLY

Approved/Denied: _____

Date: _____