|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Gang Prosecution Unit Scheduling Request Form** | | | | | | | | | | | |
| **Event/Meeting Date\*** |  | | | **Event/Meeting Time\*** |  | | | **Start Time of Remarks** | | |  |
| **Attire**  Formal/Business/Casual |  | | | | | | | **Length of Remarks** | | |  |
| **Event/Meeting Name** |  | | | | | | **Event/Meeting Topic** | |  | | |
| **Sponsoring Organization** |  | | | | | | **Sponsoring Organization Website** | |  | | |
| **Nature of Organization/Mission** |  | | | | | | | | | | |
| **Event/Meeting Location**  **Parking Instructions, etc.**  (if address is hard to find, please provide detailed directions) |  | | | | | | | | | | |
| **Suggested Topic of Remarks** |  | | | | | | **Introduced by**  **or Self Introduction** | |  | | |
| **Contact** |  | | | | | | **Contact Position/Title** | |  | | |
| **Contact Phone Work** |  | | | | | | **Contact Phone Cell** | |  | | |
| **Contact Email** |  | | | | | | | | | | |
| **Unit’s Role at the Event/Meeting** | | | | | | | | | | | |
| **Featured/Keynote** | | **Brief Remarks/Greetings** | | | | **Panel Discussion** | | | | **Recognized Guest** | |
| **Event/Meeting Includes** | | | | | | | | | | | |
| **Breakfast**  **Buffet |  Plated** | | **Lunch**  **Buffet |  Plated** | | | | **Dinner**  **Buffet |  Plated** | | | | **Reception** | |
| **Audience Size & Characteristics** | | |  | | | | | | | | |
| **Other Officials or Special Guests** | | |  | | | | | | | | |
| **Key People Attending** | | |  | | | | | | | | |
| **Media Organizations Attending** | | |  | | | | | | | | |
| Please email the completed form to the office’s Communications Director, Kara Richardson | [kmrichardson@law.ga.gov](mailto:kmrichardson@law.ga.gov)  **\*Please be advised that the Unit’s primary goal is to prosecute criminal gang activity on behalf of the Office of the Attorney General. The Unit’s availability is subject to change based on current workload and court appearances.** | | | | | | | | | | | |
| ***OFFICE USE ONLY*** | | | | | | | | | | | |
| Subject Matter/Dept. of Law Staff | | |  | | | | | | | | |