



## Event request form for Commissioner Adam Hamm

Organization making request		
Contact person	Phone	Email
Is this a request for a meeting with the Commissioner OR a request for the Commissioner to appear or speak at an event? Meeting with the Commissioner Request for the Commissioner to appear/speak at an event ( <i>please also complete section 2</i> )		
Event date	Event time: From ____ am/pm To ____ am/pm	
Event location		
Meeting/event background information		
Organization members who would be attending meeting/event		
Specific topics to be addressed		

**Section 2. To be completed for appearance/speech requests** (not required for meeting requests)

Is the event open to public/media? ____ Yes ____ No	
Other VIPs attending	Order of speakers/agenda
The following equipment will be available at the event: ____ Microphone                      ____ Computer ____ Podium                              ____ Projector ____ Screen	
Target audience	Number expected to attend
Time allotted for Commissioner to speak	

Please return this form to the North Dakota Insurance Department. **Mail** it to 600 E. Boulevard Avenue, Bismarck, ND 58505, **fax it** to (701) 328-4880 or **email it** to [afonkert@nd.gov](mailto:afonkert@nd.gov).

**NOTE:** We will try to accommodate your request; however, the Insurance Commissioner receives numerous requests and is not able to accept them all. We will contact you as quickly as possible to let you know if the Commissioner is available for the event. Unless otherwise requested, all meeting requests will be presumed to have a location request of the Commissioner’s office.