



HOLLY J. MITCHELL

LOS ANGELES COUNTY SUPERVISOR ♦ 2ND DISTRICT

500 W. Temple Street, Room 866, Los Angeles, CA 90012

MEETING/EVENT REQUEST

(Please fill out completely)

Completion of this form **DOES NOT** guarantee approval of your meeting/event request.
Please return the completed form via email to 2DS-MeetingRequest@bos.lacounty.gov. Due to the high volume of meeting and event requests for Supervisor Mitchell, the review and follow-up process can take up to 10 business days. Thank you for your patience.

REQUESTOR CONTACT INFORMATION

Requestor Name: _____ Title: _____
Organization/Affiliation: _____
Contact Number: Work _____ Cell _____ Email _____
Address: _____ City _____ State _____ Zip _____

MEETING/EVENT INFORMATION

Meeting Event Duration: _____ Date: _____
(Must check one)

Title: _____

MEETING/EVENT PURPOSE *(Provide details in space below):*

Please List Objectives:
1. _____
2. _____
3. _____

Please List Projected Outcomes:
1. _____
2. _____
3. _____

REQUESTED AND CONFIRMED ATTENDEES *(Meeting Only):*

Name, Title, Affiliation:

_____	Confirmed	Requested
_____	Confirmed	Requested
_____	Confirmed	Requested

MEETING TYPE: Meeting Tour Other _____

MEETING LOCATION:: Virtual (Other) Location *(Provide address and parking details in space below):*

COMMENTS *(Use space below):*

EVENT DETAILS

Time: Begins _____ Ends _____

Event Location:

Virtual (Zoom/Teams/WebEx)

(Other) Location (Provide address and parking details in space below):

Arrival Time of Supervisor _____

Atmosphere & Attire: Business Casual Formal (Black Tie) Other: _____

Are Members of the Media Expected to Attend? YES NO

Number of Attendees: _____

Name(s) & Position of Attendees (Attach list or event program):

Nature of audience: (Please check all that apply):

Constituents Labor
Business Students
Elected Officials Other _____

Parking:

Onsite/Offsite Arranged Self Park
Valet Street Cash Only
N/A Other _____

COMPLETE IF SUPERVISOR PRESENTATION/REMARKS REQUESTED

Speech Intro Panelist Discussion or Q&A Awards (receiving) Presentation

Scroll? NO YES (fill out request at: <https://mitchell.lacounty.gov/certificate-request/>)

Speech takes place (must check one): virtually in-doors outdoors

Length of remarks:	Will there be a podium?	Will there be a microphone?	Supervisor leaves after remarks?
5 min. or less Other: _____	YES NO	YES NO	YES NO

Who will introduce the Supervisor?

List order of speakers & agenda (Please attach):

1. _____
2. _____
3. _____

OFFICE USE ONLY

STAFF RECOMMENDATION & APPROVAL

YES NO SUPERVISOR STAFF FYI SIGN-OFF: _____

(Staff)

SIGN-OFF: _____

(Supervisor)

Conflicts: _____ Staffer Assigned: _____

COMMENTS: (Use space below)

