New Jersey Department of Health

COMMISSIONER EVENT ATTENDANCE REQUEST

Commissioner welcomes your invitation at any time, however, we appreciate 8 weeks notice prior to an event. Once we receive your request, it will be acknowledged by a return email and processed at the appropriate time. We typically do not confirm events more than 3 - 4 weeks in advance.

If you plan on using promotional materials with the Commissioner's name, please obtain approval by copying DOH Ethics Liaison Officer, Lubna Qazi-Chowdhry, at ethics@doh.nj.gov for Ethics Review prior to public release.

If you need additional space to describe any of the information requested in the fields below, you may use the attach feature to submit additional information and/or documentation. Please email the completed form to: feedback@doh.nj.gov.

ATTACH

Title of Event	Organization Sponsoring Event Date of Event — Is Date Flexible? ☐ Yes ☐ No
Type of Event ☐ Meeting ☐ Speaking Engagement ☐ Event Appearance ☐ Tour ☐ Press Conference ☐ Ribbon Cutting ☐ Fundraiser ☐ Other (specify) :	Event Venue: Address: City: State: Zip:
Describe the program, including timeline and speaking order or attach agenda.	
Is event open to Press? ☐ Yes ☐ No	
Any associated expenses such as Registration, Travel or Meals? ☐ Yes ☐ No	Can venue accommodate Powerpoint presentations? ☐ Yes ☐ No
Requested Speaking Time/Length?	Are any Elected Officials invited or attending? ☐ Yes ☐ No
Who are audience, participants and expected number of attendees?	Who are other invited speakers?
Contact Person First Last Title Cell Phone Office Email	
Additional Notes/Comments	