



REQUEST FORM COMMISSIONER'S ATTENDANCE AT AN EVENT

Please email the completed form to: invite.commissioner@dcf.nj.gov

Thank you for your interest in having the New Jersey Department of Children and Families' *Commissioner Christine Norbut Beyer attend your upcoming meeting/event.*

Directions:

- Please complete the following form including all requested details.
- Email the completed form as an attachment to the email address noted above. Please also attach an agenda.
- An email acknowledging receipt of your request will be sent to you.

Next Steps:

- A representative from DCF will contact you shortly thereafter to inform you of the Commissioner's availability.
 - *If your request is approved, please note that a representative from DCF will contact you at least two (2) weeks prior to the meeting to finalize the details. Thus, it imperative that all contact information is complete and accurate and the listed contact is accessible for timely responses.*

Please be aware that the Commissioner is invited to a myriad of functions throughout the year, and at certain times her calendar may fill up months in advance. However, we assure you that we will make every effort to accommodate your request as permissible.

IMPORTANT:

The State of New Jersey's Conflict of Interest requirements establish parameters for the Commissioner's attendance at events and meetings. They also limit the use of her official title for fundraising purposes. Please be advised that all materials advertising the Commissioner's participation in advance of an event/meeting must be submitted to invitecommissioner@dcf.state.nj.us for review and approval prior to distribution.



REQUEST FORM COMMISSIONER'S ATTENDANCE AT AN EVENT

Please email the completed form to: invite.commissioner@dcf.nj.gov

AT A GLANCE:

Title/Purpose of the Event:		
Host/Organization Name:		
Location/Address of Event (Please Provide Nearest Crossroad/Landmark):		
Parking Availability:	Date:	Start/End Time:

ABOUT THE REQUESTOR/EVENT:

Contact Person (Full Name and Title):		Email Address:
Mobile Telephone Number:		Office Telephone Number:
Commissioner's Specific Role:		
If Commissioner is keynote/speaker please provide suggested Talking Points 3 Weeks prior to the Event:		
Arrival Time/Departure Time:	Speaking Time and Length:	Q&A:
Type of Event: <input type="checkbox"/> Fundraiser <input type="checkbox"/> Rally <input type="checkbox"/> Press Conference <input type="checkbox"/> Ribbon Cutting <input type="checkbox"/> Tour <input type="checkbox"/> Graduation Ceremony <input type="checkbox"/> Other (Please specify) :		
Name(s), Titles, and Affiliation of Attendee(s) <i>List Elected/Appointed Officials, Dignitaries and Other Prominent Attendees (if any):</i>		Expected Number of Attendees:
Will the Commissioner be photographed and/or video recorded? <input type="checkbox"/> Yes <input type="checkbox"/> No	Event Open to Press? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be any printed materials issued in advance of the event in which you would like to include the Commissioners name or photo? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please attach event materials and background information (i.e. agenda, program book, history, etc.):		

Additional Notes/Comments:

FOR DEPARTMENTAL USE ONLY

Date Received:	Status: <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> Deferred
Briefing Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Scheduled:	
Additional Notes/Comments:	DCF Photography Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No