



Marilyn Burgess

HARRIS COUNTY DISTRICT CLERK

201 Caroline | P.O. Box 4651 | Houston, Texas 77210-4651 | 832-927-5800 | www.hcdistrictclerk.com

District Clerk External Event SCHEDULING FORM

Date of Event _____ Time of Event _____ Duration of Event _____

REQUESTING: (Circle all that apply) District Clerk Burgess Representative District Clerk

Name of Event: _____

Event Location: _____

Host / Attendee: _____

Contact Person/Phone/Email

Event Purpose/Summary

Is the Event Indoor/Outdoor?

The Attire is (Circle One) Black Tie Formal Business Casual

Sponsorship Requested: Yes _____ No _____ (If yes, forward to _____)

District Clerk Burgess (Check all that apply) Speaking ___ Length of Speech ___ Forum _____

Will there be Press _____

This portion to be completed by District Clerk Administrative Staff

Date Received _____ Via: _____ By: _____

Accepted _____ Decline _____ Send Representative _____