DCCC scheduling Request

**To: Director of Scheduling**

**From: Missy Kurek, DCCC Deputy Executive Director of Finance, (315) 373-9560**

**Date**:

**Request:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Suggested date & time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event run time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location:** Exact Location/ TBD, CITY, STATE

**Background:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Origin of Proposal:** DCCC Staff

**Purpose:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Host:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Host Contact info:** TBD

**Attendees:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remarks Needed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Media Coverage:** closed press

**DCCC Contact:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recommended by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Source of Payment:**  DCCC

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