**Scheduling Request Form**

**Scheduling Request Form for Governor of Idaho C.L. "Butch" Otter**

Scheduling Information Confirmation

**Group or individual(s) making request**

Idaho Department of Labor

**Phone**

208-334-3705

**EmailAddress**

cstoll@cis.idaho.gov

**Fax**

208-334-2365

Event Details

We invite Governor Otter to be our Other

**Date and time**

November 1st, 2012

**Location of event**

Governor's Office

**Description of event**

Proclamation signing for Career Development Month in Idaho

**Purpose of Governor Otter's involvement**

Sign the Career Development Month proclamation

**Additional information**

If we are scheduled for a signing ceremony we would invite other career development professionals from around the state such as counselors, teachers, representatives from the State Board, State Department of Education, AFL\_CIO, etc...to attend. A list of any attendees would be provided to the Governor�s office prior to the event.

**First Lady to Attend?**

No

**Is press/media involved? In what capacity**

No, if they are it will only to cover the event as we would plan to send out a press release on the event.

A few guidelines

1. We do not schedule anything more than six weeks in advance. Once we receive your request we will review it at the appropriate time.
2. Any press releases, sound bytes, printed material, etc. that use Governor Otter's name or quotes must be approved by the Office of the Governor before being distributed. If you are unwilling to do this, the Governor will be unable to participate in your event. Submission of this form indicates that you understand and accept these terms.
3. [A brief biography of Governor Otter is available.](http://gov.idaho.gov/ourgov/otter_bio.htm)

**I Agree** Yes.

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