



Office of the CEO
DeKalb County Government
Clark Harrison Building
330 W. Ponce de Leon
Decatur, GA 30030

Select Request:

- Meeting / Appointment
- Event / Speaking Engagement / Neighborhood-Community Association

Meeting / Appointment Information

Date of Request: _____
Person(s) Requesting Meeting: _____
Contact Person: _____
Office Number: _____
Mobile Number: _____
Email Address: _____
Purpose of Meeting (Please be specific): _____

Location of Meeting: _____
Meeting Participants: _____

Event/Speaking Engagement/Neighborhood-Community Association Information

Event Title: _____
Event Date: _____
Event Time: _____
Event Location: _____
Requesting Organization/Sponsoring Group: _____
Contact Person: _____
Email Address: _____
Office Number: _____ Mobile Number: _____
Expected Attendance: _____
Other Event Participants: _____

Role of CEO: Speech Attend Only
Event Topic: _____
Time to speak: _____
Attire: Business Casual Formal Black Tie Only

Return completed form to:
Karen Williams, Appointment Scheduler to the CEO, Executive Offices,
DeKalb County Government, Clark Harrison Building, 330 W. Ponce de Leon, Decatur, GA 30030
Fax: 404-371-6291 or Email: schedulingceoellis@dekalbcountyga.gov
NOTE: Please allow 7 to 10 business days for a response