

Fax request to:
502-564-9240

Mail request to:
KDVA
ATTN: **Melissa Hall**
1111B Louisville Road
Frankfort, Kentucky 40601

Event Scheduling Request Form

Name of Event: _____

Date of Event: _____

Arrival Time: _____ Start Time: _____ Departure Time: _____

Location of Event: _____

Location Address: _____

Event POC: _____

Phone/Email: _____

Host: _____

Dress: _____

Expected attendance: _____

Media: _____

Additional Details: _____

Date Request Received: _____

Know by date: _____

For Office Use Only

Approved by: _____

Declined by: _____