



### APPEARANCE REQUEST FORM

**Completion of this form serves only as a request and does not guarantee an appearance.  
Please submit requests at least 3 weeks prior to the event.**

*Please fill out form completely!*

Organization: \_\_\_\_\_

Type: (Please circle) School      Charity      Church      Athletic Team      Civic      Other

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

On-site Contact Name: \_\_\_\_\_ Phone (cell): \_\_\_\_\_

Event Name/Type of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Requesting: (Please circle)

Coach

Mascot

Office Staff

Player(s)

Dance Team

Event Sponsor(s): \_\_\_\_\_

Location/Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Detailed Event Description: \_\_\_\_\_

\_\_\_\_\_

Detailed Description of Energy Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Attendance Age Range: \_\_\_\_\_

***Please return completed form to:***  
Iowa Energy – Community Relations  
Attn: Randi Burrell  
833 5<sup>th</sup> Avenue  
Des Moines, IA 50309  
Fax: (515) 564-8551