



**City of Omaha**  
**Jim Suttle, Mayor**

**Office of the Mayor**  
1819 Farnam Street, Suite 300  
Omaha, Nebraska 68183-0300  
(402) 444-5000  
(402) 444-6059

REQUEST FOR MAYOR'S TIME FORM

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

Organization: \_\_\_\_\_ Meeting/Event: \_\_\_\_\_

Date/Time: \_\_\_\_\_ Location: \_\_\_\_\_  
(Please include exact address)

Tell us about yourself or your organization:

What is the purpose of your meeting/event?

Who is the audience? Approximately how many people are expected to attend?

How would you like the Mayor to participate in your event? (Attend? Speak? How long? Cut a ribbon?)

Are there specific remarks, talking points, words of encouragement or acknowledgements you would like the Mayor to make?

Other: (Please provide any other information or situational considerations the Mayor should be aware of in speaking with you or participants of your meeting/event?)

**Please return this form to:**  
[mayor.scheduler@ci.omaha.ne.us](mailto:mayor.scheduler@ci.omaha.ne.us)  
or fax (402) 444-6059

*Note: Please allow approximately 10-14 days to process your request.*