



APPEARANCE REQUEST FORM

Please fill out this form **completely** and make every effort to submit it to Colgan McNeil (Colgan@polkandco.com) and Kelly Stotmeister (Kelly@polkandco.com) at least 48 HOURS prior to the earliest requested interview date.

Today's Date:

Venue:

Local Press Representative:

City:

Local Press Rep Office Phone:

Local Press Rep Cell:

.....
Event Name:

Date:

Time:

Location:

Desired Cast Members:

If applicable, please indicate the desired performance element:

Notes:

BE ADVISED: This appearance will only be approved once you have received confirmation from Polk & Co. Please work with your local publicist on possible publicity angles to coincide with the event.



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