

**DECORUM FORM
FOR SPECIAL PRESENTATIONS IN THE SENATE CHAMBER**

IMPORTANT

- A Senator may have up to five (5) Special presentations per year. Presentations are limited to **5 minutes total**, including the remarks of the Senator and guest.
- This form must be completed at least **3 days** in advance to ensure scheduling of a special presentation. This will also help to make sure a pretty copy is available.
- No special presentations will be scheduled on the following legislative days: Day 1, the day of the State of the State Address (usually Day 3 or 4), the day of the State of the Judiciary Address, the day before Crossover Day and Crossover Day (usually Day 27 and Day 28), and the last three days of the session, Day 38, Day 39, and Day 40. The President of the Senate may reduce the number of presentations allowed on any day based on projected volume of legislative business.
- Resolutions more than 36 lines will **not** fit on one page.

Today's Date: _____

Presentation Date: _____

Requesting Senator: _____

Contact Name and Number: _____

Do You Expect to have a Resolution for this Presentation: Yes No

SR Number (*if known*): _____

Name of the Group to be honored _____

Number of people to be presented on the rostrum is limited to 5 (additional guests may be recognized in the Gallery)

1. **Primary Guest:** _____
2. **Guest:** _____
3. **Guest:** _____
4. **Guest:** _____
5. **Guest:** _____