

**MEETING REQUEST FORM**  
**for the**  
**LEE RICHARDSON, M.P. CALGARY CENTRE**

Organization/Individual Requesting Meeting: \_\_\_\_\_

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

Postal Code \_\_\_\_\_ Telephone: \_\_\_\_\_

Cellular: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact person & # (if part of Organization): \_\_\_\_\_

Topic of Meeting: \_\_\_\_\_

---

---

---

---

Length of Time Required: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

Supporting/Background Documentation to be provided prior to the meeting, if applicable, to better prepare for your meeting:

---

---

Please advise us of any deadline we should be aware of in setting up this meeting (e.g. Date of a Bill going before the House, Deadline, Conference etc.):

---

---

If possible, please attach a formal invitation and background information concerning your organization and fax, mail or email to:

Lee Richardson  
Suite 333, 1333 8th Street S.W.  
Calgary, Alberta T2R 1M6  
Fax: 403-245-3468 or email: [Richardson.L@parl.gc.ca](mailto:Richardson.L@parl.gc.ca)