



U.S. DEPARTMENT OF
ENERGY

Event Information Request Form

Thank you for your interest in hosting the U.S. Secretary of Energy at your event. To ensure that the appropriate individual within the Department of Energy is participating in your event and because the Office of the Secretary is committed to maintaining the highest ethical standards, we need the information requested below before we can agree to confirm a speaker.

Please respond to the questions below and send your response to (b)(6) - Secretary Wright.

If you have any questions you may contact the Secretary's Scheduling Office at (b) (6) .

Title of the Event (please note if the event is a weekly, monthly, annual, etc.):	
Date of Event (please note if the date is flexible):	
Event Location (venue, address, city and state/country):	
Point(s) of Contact (Name, Email, Phone):	
Briefly describe the event in detail including the purpose and desired role of the Secretary (i.e. deliver keynote remarks, attend an event, meet with attendees etc.):	
Is the event a fundraiser? If yes, please explain who it is benefiting (i.e. specific charity, a political candidate, etc.):	
Audience	
Approximately how many people are expected to attend the event?	
Please describe the target audience of the event (elected officials, local community leaders, academics, industry representatives, public sector representatives, etc.).	
Will the attendees at the event include persons with a diversity of views or interests, or representatives from throughout an industry or profession, or the range of persons interested in a matter? (If yes, please describe.)	

Is the event open to the public (this includes ticketed individuals)? If not, please describe who is privately invited.	
Who are other VIPs or speakers <u>confirmed</u> and in what role?	
Who are other VIPs or speakers <u>invited</u> ?	
Remarks	
If you are requesting remarks, are there any specific issues you would like the Secretary to highlight/address in his remarks?	
What is the desired format of his remarks (will he be delivering the keynote, sharing the stage, participating in a panel or roundtable, etc.)?	
What is the public registration/ticket fee to attend/participate in the event?	
Will there be a teleprompter available? Will there be a podium?	
Communications/Press	
Is the event open or closed to press?	
If open, are you expecting local, state, or national news coverage?	
If this is an annual event, which news outlets typically cover the event?	
Will you be advertising or live streaming the event on any social media outlets or websites? (If yes, please explain.)	
Logistics/Other*	
What does the invitation include: registration/conference event fee; meals or refreshments; receptions or other entertainment; informational materials; and memento or token of appreciation	
What is the monetary value of the invitation to the Secretary, etc.? Please identify how the costs were determined. (Please attach separate sheet if necessary.)	
Does the invitation extend to the Secretary's spouse or other guest? If yes, will others in	

attendance generally be accompanied by a spouse or other guest?	
If the Secretary is not able to attend, is a surrogate desired? If yes, anyone specific?	
Any additional notes or information?	
Event Host and Sponsor	
Who is the <u>event host</u> ? (Please identify and provide background on the Event host as well as any other organization involved in the Event.)	
<u>Event host</u> website/url.	
Is the <u>event host</u> a registered lobbyist or lobbying organization, and/or registered under the Foreign Agents Registration Act? (If yes, please identify.)	
Is the <u>event host</u> a partisan political candidate, a representative of a political party or a registered political action committee (PAC)? (If yes, please identify.)	
Is the <u>event host</u> a 501(c)(3) organization or a media organization? (If yes, please identify.)	
Is the <u>event host</u> seeking or currently have any business interests with the Department such as permits, contracts, litigation, grants, etc.? (If yes, please describe.)	
Who are the <u>sponsors</u> of the event? Please identify and provide background information on the individual and/or entity.	
Are any event <u>sponsors</u> seeking or do they currently have any business interests with the Department such as permits, contracts, litigation, grants, etc.? (If yes, please describe.)	
With which Bureau or Agency does your agenda most align? Please list all, if more than one.	

***IMPORTANT NOTE: The purpose of these questions is to elicit information relevant to the ethics analysis and is not a solicitation or request for anything of value by the Department or any of its employees.**