



EPA ADMINISTRATOR EVENT INFORMATION FORM

This form assists in planning participation in events and activities. Please be complete to minimize need for follow up. This is not a confirmation of attendance.

Basic Background

Event official title:	
Event host(s)/organizer(s):	<i>List all hosts organizing the event. Note if this is an EPA hosted or co-hosted event.</i>
Event date (flexible?):	
Time, duration, and time zone of event:	<i>E.g., 12:00pm through 3:00pmEST</i>
Deadline for acceptance:	
Will you accept a surrogate?	
Event location and physical address:	<i>E.g., ABC Convention Center, 123 Boulevard Way, Baltimore, MD, 56789</i>
Type of event:	<i>Reception; Conference; Meeting; Recorded/Streaming audio or video, etc.</i>
Host(s) relationship to the EPA?	
Event sponsor(s):	

Event Description and Role of the EPA Official

Purpose of event:	
Brochure/website/invitation/ and/or other event materials:	<i>List here or provide separately in response</i>
Run of show/agenda:	<i>Provide full agenda of event, including events immediately before/following the EPA official's participation</i>
Timing for EPA official's role:	<i>Example: 1:00pm to 1:15pmEST</i>
Role of the EPA official at the event:	<i>Attendance only? Panel presentation? Speaker? Participating in press conference? Touring a facility? Etc.</i>
Requested presentation topic (if speaking):	
Requested presentation format:	<i>Keynote, panel, Q&A, introduction, fireside chat, etc.</i>
Name and title of person introducing EPA official:	
Audience make up?	<i>Size of audience and brief description. E.g., 100 expected in attendance made up of attorneys, business owners, students, industry, employees, etc.</i>
Event held weekly, monthly, annually?	



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Event Preparation

Other EPA speakers?	Name and titles of EPA personnel
Does EPA need to submit materials prior to event?	Registration Form? Biography? Picture? Copy of presentation, speaker release form, etc?
Expected prep and timing for prep calls or meetings:	
Registration fee charged? How much?	
Describe entity hosting EPA official:	Private company; 501(c)(3); 501(c)(4); 501(c)(6); 527 Political Action Committee; academic institution; etc.
Is the entity also a Federally Registered Lobbyist?	Yes / No
Are you giving a gift, award or anything else of value? Amount?	E.g., Speaker or courtesy gift; award; plaque; travel support (hotel, transportation, etc.) etc., + description and value
Are you providing a meal? Amount?	

At the Event and Other Event Logistics

Is there a private hold room available for the Administrator?	
Open press/closed press?	
Will you be issuing a press release?	
Person to contact for media purposes:	Name & Title; Email; Office Number, Cell Number
Dress code:	Casual/Business/Black Tie Optional/Black Tie/Etc.
Room setup:	What kind of microphone? What is the room setup? Is there a podium?
Notable/honorable guests attending (including elected officials):	
Are you recording the event? Website URL for recording (if event is recorded and posted):	
Security contact:	Name & Title; Email; Office Number, Cell Number



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Directions to event (include relevant information about parking, the specific building, best entrance to use)	
Where to meet contact:	

Contact Information

Your name and position:	
Phone (best & alternate):	
Email address:	
Mailing address:	
Are you the point-of-contact at the event? If not, contact details:	

Please return this completed form to [[HYPERLINK "mailto:zeldinscheduling@epa.gov"](mailto:zeldinscheduling@epa.gov)], and copy [[HYPERLINK "mailto:brown.ashley@epa.gov"](mailto:brown.ashley@epa.gov)]