



ADMINISTRATOR SCOTT PRUITT EVENT REQUEST FORM
U.S. Environmental Protection Agency

Deadline for Acceptance: _____

Requesting Individual / Affiliation: _____

Event Title: _____

Event Date: _____

Is the Above Date Flexible: _____

Event Time & Duration: _____

Type of Event: *Reception, Conference, Meeting*

Purpose of the Event: *Brief Description*

Role of the Administrator: *E.g., speaking engagement, keynote, panel, roundtable, attendance*

Requested Presentation Topic, if Speaking Involved: _____

Requested Presentation Format: *Keynote, Panel, Q&A, Introduction, etc.*

Speech/Presentation Duration: *Length of Remarks*

Would You Consider a Surrogate: _____

Event Location: *Location Name*
Street Address, City, State, Zip
Location Telephone Number
Room Name/Number

Event Audience: *Size of audience and brief description. E.g., 100 in attendance made up of attorneys, business owners, students, industry, employees, etc.*

Event Host(s)/Organizer(s): *List all hosts organizing the event*

Host(s)' Relationship to EPA: _____

Run of Show/ Agenda: *Provide full agenda of the event, including events immediately following the Administrator speaking.*

Is there a Hold Room Available for the Administrator? _____



ADMINISTRATOR SCOTT PRUITT EVENT REQUEST FORM
U.S. Environmental Protection Agency

Open Press/Closed Press? _____

Dress Code: Casual/Business/Black Tie Optional/Black Tie/Etc.

Teleprompter Available: _____

Microphone / Room Setup: What kind of microphone will be used? What is the room setup?

Honorable Guests Attending: Name & Title

Notable Federal, State or Local Appointed or Elected officials attending: Name & Title

Individual Introducing Administrator: Name & Title

Person to contact for media purposes: Name & Title; Email; Office Number, Cell Number

How will you promote this event? _____

Is this event held Weekly, Monthly, Annually? _____

Day of Event Point of Contact: Name & Title; Email; Office Number, Cell Number

Security Contact: Name & Title; Email; Office Number, Cell Number

Suggested Entrance/ Exit to Event Venue: _____

Is the host of the event a registered 501(c)(3), (4), or has a 527 Political Action Committee (PAC): _____

Will there be a "gift" presented to the Administrator? If so, what is the US currency value of the gift? _____

Will a meal be provided, if so what is the US currency value? _____

Please return this completed form to Hayley Ford at ford.hayley@epa.gov