

FECM Scheduling Request Form	
Date Requested	
Event Date (with time)	
Event Name <i>(if this a meeting, who is it with?)</i>	
Host Organization <i>(Will DOE Be Sponsoring)</i>	
Organization Details - <i>Please provide a quick description of your organization. And description of event</i>	
Location <i>(Note if Virtual)</i>	
Format – <i>Please note what the proposed participation would be during the remarks, i.e. remarks, Q&A, panel, 1:1 meeting, etc. (include length of time)</i>	
Topic – <i>Please note what topic or topics you would like to discuss or have touched upon.</i>	
Attendees – <i>Please note expected number of attendees and any notable names that may be in attendance. (</i>	
Press - <i>Is this event open or closed press?</i>	
Requested by – <i>Please list your name & title (Include POC for event)</i>	
Other – <i>Is there anything else you'd like us to know?</i>	
FE-10 Scheduling Program Office Recommendation	
Staff Point of Contact	
Recommendation – <i>Select One: (Yes/No/Later)</i>	
Explanation of Recommendation	
Next Steps <i>If regretting, are there other things we should do? Is there another person who can surrogate for this? If accepting, who from FE-20 will staff?</i>	
Other	

FE-20 Scheduling Program Office Recommendation	
Staff Point of Contact	

Recommendation – Select One: <i>(Yes/No/Later)</i>	
Explanation of Recommendation	
Next Steps <i>If regretting, are there other things we should do? Is there another person who can surrogate for this? If accepting, who from FE-20 will staff?</i>	
Other	

FE-30 Scheduling Program Office Recommendation	
Staff Point of Contact	
Recommendation – Select One: <i>(Yes/No/Later)</i>	
Explanation of Recommendation	
Next Steps <i>If regretting, are there other things we should do? Is there another person who can surrogate for this? If accepting, who from FE-30 will staff?</i>	
Other	

FECM Scheduling Front Office Recommendation	
FECM Office Recommendation	