



# 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 [the.secretary@hq.doe.gov](mailto:the.secretary@hq.doe.gov).**

If you have any questions you may contact the Secretary's Scheduling Office at 202-586-5534.

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| 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.):                                                                                                     |  |
| <b>Audience</b>                                                                                                                                                                                                                  |  |
| 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.) |  |

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| 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> ?                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Remarks</b>                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 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?                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Communications/Press</b>                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 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.)                                                                                                                                                                                                                                                                                      |  |
| <b>Logistics/Other*</b>                                                                                                                                                                                                                                                                                                                                                                                     |  |
| If this invitation includes any gifts to the Secretary (e.g., waived registration/conference event fee; meals or refreshments; receptions or other entertainment; informational materials; award; transportation; memento or token of appreciation), please identify them and provide their monetary value. Please also identify how the value was determined. (Please attach separate sheet if necessary.) |  |
| Does the invitation extend to the Secretary's spouse or other guest? If yes, will others in                                                                                                                                                                                                                                                                                                                 |  |

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| attendance generally be accompanied by a spouse or other guest?                                                                                                                             |  |
| Will the Secretary be asked to sign a speaking/participation agreement or release related to this event? If so, please provide a copy.                                                      |  |
| If the Secretary is not able to attend, is a surrogate desired? If yes, anyone specific?                                                                                                    |  |
| Any additional notes or information?                                                                                                                                                        |  |
| <b>Event Host and Sponsor</b>                                                                                                                                                               |  |
| 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.                                                                                                 |  |
| <b>Partisan Political Candidate or Elected Official Participation</b>                                                                                                                       |  |

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| Will any partisan political candidate or elected official participate in the event? If so, please identify and explain role.                                                                                                                                       |  |
| Is the coordination of any elected official's involvement being handled solely by their official staff, or is there any campaign staff involvement or coordination?                                                                                                |  |
| If a candidate for office or elected official is participating in the event, is the event taking place in their respective district/jurisdiction, and will the entire delegation for the respective district/jurisdiction(s) been invited? If not, please explain. |  |

**\*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.**