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?	

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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*

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 form completed to scheduling@epa.gov and Aaron Dickerson at dickerson.aaron@epa.gov

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