



## 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, etc*

**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.*

**ADMINISTRATOR SCOTT FRUIT EVENT REQUEST FORM**

**Is there a Hold Room Available for the Administrator?**

\_\_\_\_\_

**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](mailto:scheduling@epa.gov) and Aaron Dickerson at [dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)*