



**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 completed form to Hayley Ford at [ford.hayley@epa.gov](mailto:ford.hayley@epa.gov)*