



ADMINISTRATOR SCOTT PRUITT SPEAKER REQUEST FORM
U.S. Environmental Protection Agency

Deadline for Acceptance: _____

Event Title: _____

Speech Date: _____

Is the Above Date Flexible: _____

Speech Time & Duration: _____

Requesting Group: _____

Would You Consider a Surrogate: _____

Event Location: _____
Location Name
Street Address, City, State, Zip
Location Telephone Number
Room Name/Number

Is there a Hold Room Available for the Administrator?: _____

Open Press/Closed Press?: _____

Is Event Webcast/Recorded/Transcribed: _____
If yes, please specify

Purpose of the Event: _____
Brief Description

Requested Speech Topic: _____

Requested Presentation Format: _____
Keynote, Panel, Q&A, Introduction, etc.

Dress Code: _____
Casual/Business/Black Tie Optional/Black Tie/Etc.

Speech/Presentation Duration: _____
Length of Remarks

Teleprompter Available: _____

Microphone / Room Setup: _____
What kind of microphone will be used? What is the room setup?



Event Sponsors:

List all Sponsors (businesses, schools or universities, etc.)

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Relationship to the EPA:

Run of Show/ Agenda:

Provide full agenda of the event, including events immediately following the Administrator speaking.

Honorable Guests Attending:

Name & Title

Notable Federal, State or Local Appointed or Elected officials attending:

Name & Title

Individual Introducing Administrator:

Name & Title

Event Audience:

Brief description and size of audience

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 organization or host of the event a registered 501(c)(3), (4), or has a 527 Political Action Committee (PAC):



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Will there be a presentation of a “gift” 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 Sydney Hupp (hupp.sydney@epa.gov).
