

**Event Request Form for  
Administrator E. Scott Pruitt**

**U.S. Environmental Protection Agency**

*To request the Administrator to attend and/or speak at your event, please complete and submit the following form.*

**Group:**

**Name of Event:**

**Date of Event:**

**Type of Event (banquet, lecture, panel discussion, etc.):**

**Role of the Administrator:**

**Approximate time will the Administrator's Remarks Begin (example 9:00 am):**

**Expected length of the Administrator's remarks:**

**Will there be Q&A? If so, for how long and who from? Ex: press, attendees:**

**Event begins (example 9:00 am):**

**Event ends (example 9:00 am):**

**Event address (*please include room name or number if applicable*):**

**Will there be a hold room for the Administrator? (please include room name and/or number):**

**Please list the name and title of the individual who will introduce the Administrator:**

**Approximate size of the audience. Please also include a brief description of the makeup of the**

audience (*attorneys, business owners, veterans, students etc.*):

Please indicate your request for the topic of the Administrator's remarks, if applicable:

Please list any special guests, elected officials, or other dignitaries who are invited or are expected to attend:

Please list any other speakers at this event:

Is this event open to the media?:

Please list a point of contact for the day of the event, including a cell phone number and e-mail address for the contact:

If applicable, please list the name(s) and contact information of the person(s) who will greet the Administrator upon arrival, including a cell phone number and e-mail address for each contact:

Please list any special information or directions, such as ongoing construction, specific points of entry, or parking instructions, about the event or location:

Please list below any other relevant information such as agendas, background information or other relevant information about the event. (*Information may also be attached and submitted with this form.*)

Please include a contact number for the event location:

Please indicate whether this event is held weekly, monthly or annually:

Please indicate the attire for this event (*business, formal, casual, etc.*):

Please list any agencies, businesses, schools or universities, or other organizations that may be sponsoring or co-sponsoring this event:

Please provide the security contact if contracted or head of security for event location:

