



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 Sydney Hupp (hupp.sydney@epa.gov).