



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

Deadline for Acceptance: _____ [Publication or otherwise; please see details below]

Event Title: _____ [Enter Here]

Speech Date: _____ [Day of the Week, Month Date, Year]

Is the Above Date Flexible: _____ [Yes/No]

Speech Time & Duration: _____ [#:##am/pm - #:##am/pm]

Speaker Requested: _____ Administrator Scott Pruitt

Would You Consider a Surrogate: _____ [Yes/No]

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

Open Press/Closed Press: _____ [Open/Closed/TBD]

Is Event Webcast/Recorded/Transcribed: _____ [Yes/No] [If Yes, please specify]

Purpose of the Event: _____ [Enter Brief Description]

Speech Topic: _____ [Topic]

Requested Presentation Format: _____ [Keynote, Panel, Q&A, Introduction]

Dress Code: _____ [Casual/Business/Black Tie Optional/Black Tie/Other]

Speech/Presentation Duration: _____ [Length of Remarks]

Teleprompter Available: _____ [Yes or No]

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

Event Sponsor: _____ [List all Sponsors]

Relationship to the EPA: _____ [Enter Here]

Event Agenda/Program: _____ [Time: Program/Agenda Item]
_____ [Time: Program/Agenda Item]
_____ [Time: Program/Agenda Item]
_____ [Time: Program/Agenda Item]

Honorable Guests Attending: _____ [Name/Title]

Notable Federal, State or Local Appointed or Elected officials attending: _____ [Name/Title]

Individual Introducing Administrator: _____ [Name/Title]



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Person to contact for speechwriting purposes: [Name/Title]
[Email]
[Office Number]
[Cell Number]

Person to contact for media purposes: [Name/Title]
[Email]
[Office Number]
[Cell Number]

Origin of Invitation: [Name/Title]
[Email]
[Office Number]
[Cell Number]

Day of Event Point of Contact: [Name/Title]
[Email]
[Office Number]
[Cell Number]

Security Contact: [Name/Title]
[Email]
[Office Number]
[Cell Number]

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

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.sydnev@epa.gov).
