

U.S. Department of the Interior – Office of the Secretary

Event Proposal Information Form

*Please complete this form and send to scheduling@ios.doi.gov

Specific Request to the Secretary:

Title of the Event:

Date & Time of Event:

Location:

Point of Contact(s) (Name, Email, Phone for each):

Briefly describe the event in detail, and the desired outcome of the Secretary's participation:

Audience (expected attendance and makeup of the attendees):

VIPs invited or known to be attending:

What are the main messages that you are attempting to convey through this event (limit to 2-3)?

Remarks (if applicable)

Desired length of time for remarks:

Are there any particular individuals, groups or activities you would like the Secretary to recognize in his remarks?

Are there any specific comments you would like the Secretary to make?

What is the desired format of his remarks (will he be sharing the stage, a panel, etc)?

Communications

Is press expected to attend? If yes, are there any reporters confirmed to attend and cover the event? Who?

For remarks and press (if applicable), please check all that apply:

- ☐ Podium available
- ☐ Microphone available

Is their social media information for the event (hashtags, handles)?

Logistics/Other

Please supply all pertinent background information for the event (draft agendas, existing websites, etc.):

Do you require a bio of the Secretary?

What is the attire of the event (business, casual)?

If the Secretary is not able to attend, is a surrogate desired? If yes, who specifically?

Any additional notes or information?