

Congressman Henry Cuellar
Speech/Press Event Request Form

Form Completed by: _____ Date: _____

GENERAL EVENT INFORMATION:

Event Date: _____ **Day of the week:** _____ **Time:** _____ **to** _____

Time Congressman to arrive: _____

Event: _____

Description: _____

Event Location Name: _____

Event Location Address: _____

City: _____ State: _____ Zip: _____

REQUEST FOR CONGRESSMAN TO SPEAK?:

Y N Time to speak: _____ Introduced by: _____

Issues to be discussed by Congressman: _____

If surrogate attends, speaking role?: _____

Recent issues for the group: _____

Audience size: _____ VIPs/Elected Officials to Attend: Y N

If so, who?: _____

Audience Description (profession, age, organization(s)): _____

Has Congressman spoken to this group before?: Y N If so, when, about what?: _____

OTHER:

Flag? Y N Certificate? Y N

Media Attending: Y N Maybe

Media Outlet: TV Print Radio

Photo/Bio of Congressman needed: Y N If so, send to: _____

Attire: Casual Business Cocktail Black Tie

Additional Comments: _____

CONTACT INFORMATION:

Contact: _____ Contact Title: _____

Contact Phone: _____ Contact e-mail address: _____

Contact Fax: _____ Contact number on day of event (preferably cell): _____

D.C. OFFICE USE:

Accepted/Declined by: _____ Date: _____

Regrets Sent by: _____ Date: _____

Congressman's Surrogate Y N Who? _____

*Attach all correspondence and/or records of phone or e-mail as pertains to this event

(PLEASE FAX THIS FORM TO 202-225-1641, ATTN: SCHEDULER)