

Congressman Henry Cuellar

* Speech/Press Event Request Form *

This form can be emailed directly to ana.martinez4@mail.house.gov

Form Completed by: _____

Date: _____

GENERAL EVENT INFORMATION:

Event Date:

Day of the week:

Time of event:

Time Congressman to arrive:

Event title:

Description:

Event Location Name:

Event Location Address:

City:

State:

Zip: _____

REQUEST FOR CONGRESSMAN TO SPEAK:

Y__ N__ Time to speak:

Introduced by:

Audience size:

Issues to be discussed by Congressman:

If surrogate attends, speaking role:

Recent group issues/concerns:

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__

Congressman's Photo/Bio needed: Y__ N__

If so, send items to:

Attire: Casual__ Business__ Cocktail__ Black Tie__

Additional Comments: _____

CONTACT INFORMATION:

Name:

E-mail address:

Office Phone:

Cell Phone:

Contact Fax: _____

D.C. OFFICE USE:

Congressman attend: Y N

Speech/Talking Points by: Staff to attend: Y __ N __

Staffer: