



WHITE HOUSE INITIATIVE ON AMERICAN INDIAN AND ALASKA NATIVE EDUCATION

Speaker Request Form

- Complete and return this form to whiaiane@ed.gov or via U.S. Postal Service address. Be sure to attach available supplementary documents, such as draft agenda, invitee list, etc.
- Due to the high number of scheduling inquiries received by our office, not all requests can be granted.

Basic Information

Today's Date: _____ RSVP Date: _____
Organization: _____ Event Title: _____
Primary Contact Name: _____ Title: _____
Phone: _____ Email: _____

Press and Public Affairs Name: _____ Title: _____
Phone: _____ Email: _____

Event

Event Description: _____

Event Start Date/Time: _____ Event End Date/Time: _____
Address/Location of Event: _____
Registration/Participation Fee? (Amount): _____ Size of Audience: _____

Is an award/gift being given to the Executive/Deputy Director? YES NO

Name of Award/Gift: _____

Event Sponsor (who is paying for this event): _____

Is the event sponsor a grantee, contractor, or otherwise a recipient of Department funds?: YES NO

Is the event sponsor a lobbyist, educator, association, lender or other entity with interests affecting the Department?: YES NO

Is this a fundraiser?: YES NO

Description of Audience (please be as specific as possible, i.e., teachers, students, elected officials, other): _____



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Director's Role

Total running time of the Director's participation: _____

Start time for the Director's participation: _____ End time for the Director's participation: _____

Preferred format (informal remarks, keynote, Q&A, attend only/no remarks, etc.):

Total time allotted for remarks: _____ Total time allotted for Q&A (if applicable): _____

Who will introduce the Director (name, title, organization): _____

Preferred Department of Education Surrogate (in the event the Director is unavailable): _____

Additional Information

Requested themes or topics to address: _____

Other Department of Education officials invited: _____

Other Presidential officials invited: _____

State and local elected officials invited: _____

Who else is confirmed to headline this event?: _____

List other notable attendees/participants: _____

Is this event open or closed to the press?: _____

Do you request additional press availability of the Director?: _____

Do you have any additional questions or comments?: _____



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SKYPE Alternative

Willing to consider Skype? YES NO

Skype address: _____ Preferred date/time: _____

Does a practice run need to be scheduled?: YES NO

Willing to consider other video/teleconferencing alternatives?: YES NO

Phone Number: _____

Account Name: _____