

WHITE HOUSE INITIATIVE ON ADVANCING EDUCATIONAL EQUITY, EXCELLENCE, AND ECONOMIC OPPORTUNITY FOR HISPANICS

SPEAKER REQUEST FORM

- Complete and return this form to emmanuel.caudillo@ed.gov. Be sure to attach available supplementary documents, such as draft agenda, invitee list, etc.
- Requests submitted with less than **four weeks' notice** are difficult to accommodate.
- Due to the high number of scheduling inquiries received by our office, not all requests can be granted. We will provide a response within five (5) business days.

BASIC INFORMATION			
Today's Date	RSVP Date	Organization	Event Title
Event Description (include event Web site, if applicable)			
Event Start Date/Time	Event End Date/Time	City	State
Location (include specific address, room name, etc.)		Registration/Participation Fee Charged?	Size of Audience
		<input type="checkbox"/> No <input type="checkbox"/> Yes: \$ _____	
Is an award/gift being given to the Executive/Deputy Director?	Name of Award/Gift		Monetary Value of Award/Gift?
<input type="checkbox"/> No <input type="checkbox"/> Yes			<input type="checkbox"/> No <input type="checkbox"/> Yes: \$ _____
Event Sponsor (who is paying for this event)	Is the event sponsor a grantee, contractor or otherwise a recipient of Department of ED funds?	Is the event sponsor a lobbyist, educator, association, lender or other entity with interests affecting the Department of ED?	Is the event a fundraiser?
	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Description of Audience (please be as specific as possible, i.e., teachers, students, elected officials and/or other)			
EXECUTIVE/DEPUTY DIRECTOR'S ROLE		Please outline below what you are requesting :	
Name of Official being requested			
Total running time of the Official's participation			
Start time for the Official's participation			
End time for the Official's participation			
Preferred format (informal remarks, keynote, Q&A, attend only/no remarks, etc.)			
Total time is allotted for remarks			
Total time is allotted for Q&A (if applicable)			
Who will introduce the Official? (name, title, organization)			
Preferred Department of Education or Biden Administration Surrogate (in the event the Official is unavailable)			

ADDITIONAL INFORMATION

Requested themes or topics to address	Other Department of Education officials invited
Other Biden Administration officials invited	State and local elected officials invited
Who else is confirmed to headline this event?	List other notable attendees/participants
Do you have additional questions or comments?	
Is this event open or closed to the press?	
Do you request additional press availability of the Official?	
Will the event be promoted on social media? If so, what is the event's hashtag? (if applicable)	#
What is the organization's social media handle/name? (if applicable)	@

VIRTUAL ALTERNATIVE

Willing to consider Participation via virtual platform? <input type="checkbox"/> No <input type="checkbox"/> Yes	Which Format?
Does a practice run need to be scheduled? <input type="checkbox"/> No <input type="checkbox"/> Yes	Preferred Date/Time:

CONTACT INFORMATION

Primary Contact Name	Title	Phone (best & alternate)	E-mail
Press and Public Affairs Name	Title	Phone (best & alternate)	E-mail

INTERNAL USE ONLY:

WHI Contact Person: Briefing Prep:
