



Event Request Form

Thank you for the invitation to participate in your event. Please note that speaking requests are processed on a weekly basis, please provide the requested information within 48 hours of receiving this form. Please email your completed request to RA-DAPressOffice@pa.gov.

Requested Information:	Please Enter Information Here:
Name of Organization & Requestor:	
Type of Request: <i>(Please check one.)</i>	<input type="checkbox"/> Speaker <i>(Fill out next section.)</i> <input type="checkbox"/> Attendance ONLY
Coordinating Sponsoring Organization(s) <i>(Include brief description & website address.)</i>	
Name and Brief Description of Event <i>(Annual Meeting, Conference, Seminar, etc.)</i>	
Date(s), Time & Location of Event	
Location/Address of Event <i>(Please provide a GPS friendly address.)</i>	
Event Day Point of Contact (POC)	Name: Title: Work Phone: Cell Phone: Email:
Is a draft/final agenda currently available? <i>(if so, please include as attachment or send separately as soon as available.)</i>	

Speaker Request *(Please fill this section out if you would like the Secretary to speak at your event, if not, please continue to next section.)*

Speech Format: <input type="checkbox"/> Welcome/Introduction <input type="checkbox"/> Keynote <input type="checkbox"/> Panel Participant <input type="checkbox"/> General Remarks	
Proposed topic for speech	
Length of Speech Time Requested	
Please provide information on who will introduce the Secretary <i>(brief bio if available)</i>	

<p>Is there anyone specific the Secretary should recognize and/or thank? <i>(i.e. event organizer, special guests)</i></p>	
<p>Please provide information on event set up <i>(i.e. podium, auditorium, banquet room, type of microphone)</i></p>	
<p>Will the Secretary be seated at a table with others? <i>(if yes, please provide name/organization/title)</i></p>	

Audience/Attendees/Speakers

<p>Audience Profile <i>(i.e., Industry, Academia, Patient Groups, Advocacy Groups, Business Executives)</i></p>	
<p>Are there other officials such as elected officials, cabinet members, or any other VIP officials expected to attend? <i>(if yes, please list names and titles)</i></p>	
<p>Expected Number of Attendees for this Speech</p>	
<p>Is this Event Open to the Public or Invitation Only? Is there a Q&A session?</p>	<input type="checkbox"/> Public <input type="checkbox"/> Invitation Only <input type="checkbox"/> Q&A Session
<p>Is this event open or closed to the media? If open, please specify media type: <i>(i.e. television, radio, newspaper, trade publication)</i></p>	
<p>If this is a media event, DDAP would like to issue a media advisory announcing our participation. Would your organization approve? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

Please complete and return this form as soon as possible.

Executive Order 2015-01 (Gift Ban) prohibits Commonwealth employees from accepting the following: refreshments and meals; honoraria, plaques and mementos; travel and lodging; and other gifts. A representative from our office will contact you to obtain the market value of any meal or refreshments to be offered at the speaking engagement, if applicable. Please also provide the speaker with a receipt indicating payment for the refreshments.