

Congressman Henry Cuellar

◆ Speech/Press Event Request Form ◆

This form can be emailed directly to christa.lanning@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 to: Email:

Attire: Casual Business Cocktail Black Tie

Additional Comments:



CONTACT INFORMATION:

Name: Title: E-mail address:

Office Phone: Cell Phone: Contact Fax:



D.C. OFFICE USE:

Congressman attend: Y N

If Yes: If No:

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

Staffer: