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## Official Event Request

**To request the Secretary's participation in an event, please fill out the provided form for our scheduling department. All requests must be submitted at least 21 days before the event for consideration:**

Office of the Secretary  
Room 200A Whitten Building  
1400 Independence Ave., SW  
Washington, DC 20250

All language is subject to review by our office and we reserve the right to decline requests that fail to meet review guidelines.

\* The field is required.

Affiliated Organizations (if applicable) (\*Required)

Your name (\*Required)

Position/Title (\*Required)

Street Address 1 (\*Required)

Street Address 2

City (\*Required)

State (\*Required)

 

Postal or Zip Code (\*Required)

Phone Number (\*Required)

Cell Number (\*Required)

Your email address (\*Required)

Event Name (\*Required)

Event Date (\*Required)

mm/dd/yyyy	--:--:-- --
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End Date

mm/dd/yyyy	--:--:-- --
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Appearance Options

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Event Location (\*Required)

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The Role of the Secretary at the event (\*Required)

- Select a value -	▼
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Other Invited or Confirmed Officials, Dignitaries, and Special Guests (\*Required)

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Anticipated Number of Attendees (\*Required)

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Open to Public (\*Required)

- Select a value -	▼
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Media to Attend (\*Required)

- Select a value -

Additional Information

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