

# Congressman Henry Cuellar

\* Speech/Press Event Request Form \*

This form can be emailed directly to [tx28scheduler@mail.house.gov](mailto:tx28scheduler@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 items to:

Attire: Casual\_\_ Business\_\_ Cocktail\_\_ Black Tie\_\_

Additional Comments: \_\_\_\_\_

## CONTACT INFORMATION:

Name:

E-mail address:

Office Phone:

Cell Phone:

Contact Fax: \_\_\_\_\_

## D.C. OFFICE USE:

Congressman attend: Y N

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

Staffer: \_\_\_\_\_