

EVENT REQUEST FORM



To send an invitation or meeting request to the Secretary or another HUD official, please follow the instructions below.

Step 1: Fill out this form to submit with your invitation. We will only review invitations that have been submitted with a completed form. Please submit your request at least 5 weeks in advance of the event.

If you require assistance in completing this event request form, please call 202-402-6499 between 9 AM to 5 PM Eastern Time.

Step 2: Option 1: Email the form and any invitation materials (i.e., formal letter of invitation) to: SecretaryInvites@hud.gov.

Option 2: Print the form and any invitation materials and send via postal mail to the below address. Please note that invitations sent via postal mail will likely take longer to process.

All correspondence to be addressed to:
451 7th Street, S.W., Washington, DC 20410

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PLEASE SUBMIT AT LEAST 5 WEEKS IN ADVANCE OF THE PROPOSED EVENT

Email: SecretaryInvites@hud.gov

Please note that completing this form does not guarantee participation in the requested event.

Logistics/Scheduling Contact:

Name, phone number and email

Also include on-site POC if different from scheduling contact

Type of Participation:

Meeting Remarks Keynote Ceremony Recorded Video Greeting Attendance (no speaking role)

Name of Organization(s): *Please list the name(s) of the organization(s) requesting*

Description of Organization(s):

Name of Event: *Please note official title of the event.*

Date(s) of Event: *If no date has been determined, please list 2-3 days that work for your organization. All requests must include date options in order to be considered.*

Time of Event: *Please specify the time, or possible time of the event.*

Total running time for the Secretary's participation: *Please note the length of Secretary's participation at the event.*

Start time for the Secretary's participation:

End time for the Secretary's participation:

Preferred format: *Speech, informal remarks, keynote fireside chat, Q&A*

Who would introduce the Secretary?

Location of event: *Please give full address, city and state*

Does your event provide a virtual option: Yes No

Press: Open Closed

Press Contact for event: *Please provide press contact name and email address*

Description of the event: *Please provide a 2-3 sentence overview with a general synopsis of your event and how you envision the Secretary's participation. Please also include a draft agenda or run-of-show with all possible speaking slots available.*

If you are requesting a meeting, please note all potential participants. This field must be filled out to be accepted.

Justification as to why the Secretary should attend this event:

Topics: *If you are requesting the Secretary to speak, please provide a description of HUD-related topics you are requesting the Secretary to address.*

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Number of expected attendees: *Number of expected attendees/number of RSVPs*

Description of audience: *Please provide a specific description of the audience in attendance.*

Industries represented:

Registration Fee: *Note the cost of a registration fee if applicable. Please note if the fee is waived for all speakers or for all attending government employees.*

Award: *Is an award being given to the Secretary? If so, what is the name of the award? What is the monetary value of the award? Is this a physical award item (plaque, trophy, etc.)*

Confirmed Speakers (please include all elected/appointed officials): *Please note here who else is expected to speak and/or share a stage with the Secretary.*

Other Invited Speakers (please include all elected/appointed officials): *Please note here who else is invited to speak and/or share a stage with the Secretary.*

Notable VIPs in attendance (please include all elected/appointed officials): *Please list any notable VIPs who may be in attendance other than those speaking at the event.*

If the Secretary is unable to attend in-person, we may be able to accommodate one of the following options, please indicate your preference (please check one):

Deputy Secretary Adrienne Todman

Senior Staff Surrogate; Requested Surrogate: _____

Video Greetings from the Secretary (please note if this is an option for your event)