



Regional Administrator MEETING & EVENT REQUEST FORM

PLEASE SUBMIT AT LEAST 2 WEEKS IN ADVANCE OF THE PROPOSED EVENT

Email: RegionalAdministratorKansasCity@hud.gov

**Logistics/
Scheduling Contact:**

- Name, phone number, and email
- 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):

Name of Event:

- List the name(s) of the requesting organization(s). Note official title of the event

Date(s) of Event:

- If date has not been determined, list 2-3 available days. Invitations "At the Regional Administrator's convenience" cannot be accepted

Time of Event:

- Specify the time of the event and the length of participation. • **Note all speaking slots available and length of speaking time for each.**

Location of Event:

- Provide full address, city, and state

Press: Open Closed

Press Contact for event:

- Provide press contact name and email address

Description of the event:

- Give brief overview of event and expectation of the Regional Administrator's participation.
- Include a draft agenda or run-of-show with available speaking slots and suggested attire. **This field must be filled out to be accepted.**

Number of expected attendees:

Description of audience:

- Number of expected attendees/number of RSVPs.
- Provide general description of audience.

Confirmed Speakers (please include all elected/appointed officials):

Other Invited Speakers (please include all elected/appointed officials):

Notable VIPs in attendance (please include all elected/appointed officials):

- Note confirmed speakers and invited but unconfirmed speakers.
- List notable VIPs who may be in attendance other than those speaking at the event.

If the Regional Administrator is unable to attend in-person, do you prefer (check one):

Senior Staff Alternate; Requested Staff:

Video Greetings from the Regional Administrator