



Please fill out each section of this form with as much information as you can provide. Note that a Department of Education staff member will discuss and plan with you the format of the Secretary's participation. Once filled, please email this form with any attachment to InvitetheSecretary@ed.gov

REQUESTOR INFORMATION

- Organization Name
- Requestor's Name and Title
- Requestor's Email
- Requestor's Phone Number
- Description of the Organization

INFORMATION

- Event Title
- Event Start Date
- Event End Date
- Event Start time
- Event End time
- Description of event (e.g, an annual conference, a dinner, or a roundtable). Include website if applicable, purpose, theme, topic (if it's a meeting). Please include justification why the Secretary should attend this event?
- Event location with address (or web address, if virtual)

- Who is the audience and what is the estimated size?
- Is there a registration fee? Note the cost of a registration fee, if applicable. Is the registration fee waived for speakers or government employees attending?

SECRETARY'S PARTICIPATION

- Type of participation: Brief Remarks or Speech, Panelist, Panel Moderator, Town Hall, Armchair discussion, Meeting, Attendance (no speaking role), Other (please elaborate) (May select more than one)
 - In-person, Live virtual, Pre-recorded video
- Time commitment for the Secretary. Please specify start and end time if applicable.
- Who will introduce the Secretary?
- Is an award being shared? 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? How was the Secretary selected (by vote or mutual agreement)? What is the award citation?

- List of notable attendees/participants (this should include anyone who will interact with the Secretary. Please indicate whether other Education Department senior officials or other members of the Biden-Harris administration will attend or participate.)

- Requested themes or topics for Secretary Cardona to address

COMMS & DIGITAL

- Press? (Open, Closed, Pooled)

- What promotional materials do you have in mind (media advisory/release, social media, newsletter)?

- Press contact for the event?

- Will the event be livestreamed?
 - If yes, please list the platform (Facebook, YouTube, etc. please include links if possible)

- Social media hashtags (s)

- Event/org social media handles

OTHER:

- Anything else we should consider? If request is in-person, please include the COVID protocols. Any additional details on the participation can be shared here.

- Has anyone from the Department of Education staff been invited in addition to the Secretary?

- If the Secretary is unavailable, would an alternative representative from the Department of Education be able to join? Please let us know if you have someone in mind.

Please email this form with the official invite attached (if you have one) to InvitetheSecretary@ed.gov