



Event Participation Request for DEEP Commissioner

If you are interested in having the Commissioner of the Department of Energy and Environmental Protection (DEEP) participate in your event or activity, please complete this form and submit it to the address indicated at the end of this form. We will review your request and respond to you as soon as possible.

Part I: Requester's Information

Name:	Title:	
Mailing Address:		
City/Town:	State:	Zip Code:
Phone:	Cell Phone:	Fax:
E-mail Address:		

Part II: Event Background

1. Name of Event:		
2. Date of Event:	Time of Event (from beginning to end):	
3. Location of Event		
Name of Event Location:		
Street Address:		
City/Town:	State:	Zip Code:
4. Site Contact for Day of Event		
Name:	Cell phone:	
5. Directions to the event (if appropriate, please include relevant information about the parking, specific building and best entrance to use):		
6. Sponsoring Organization:		
7. Description of sponsoring organization:		

Part III: Event Description & Role of the DEEP Commissioner

<p>1. Event Schedule (e.g., social hour – 5:30 pm; Dinner – 6 pm; Commissioner presentation – 7 pm):</p> <p>2. Summary of the role of the DEEP Commissioner at the event (for example, state whether the DEEP Commissioner will serve as a keynote speaker, participate on a panel, take part in a press conference, or tour a facility):</p> <p>3. If the DEEP Commissioner is a featured speaker:</p> <p>a. specify which topic(s) should be addressed:</p> <p>b. specify the expected length of time for the Commissioner’s remarks or presentation:</p> <p>c. Will there be a question and answer period? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the expected length of time for this period?</p> <p>4. Is there a speaking agenda? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please, list names and titles of all speakers:</p> <p>5. Provide name and title of person introducing the Commissioner. Name: _____ Title: _____ Phonetic pronunciation, if applicable:</p>

Part IV: Audience Background

<p>1. How many people are expected to attend?</p> <p>2. Will the event be comprised largely by members of your organization? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Will others be in attendance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify who will be at the event:</p>
--

Part IV: Audience Background (continued)

4. Type of audience:

General Public Businesses Educators Families Media

Students, specify the grade level:

Children, specify their ages:

Town Officials, specify names and titles:

Legislators, specify names and titles:

Others, please describe:

Please submit this completed form to:

OFFICE OF COMMUNICATIONS
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

or send by e-mail to DEEP.Communications@ct.gov