



HUD SECRETARY REQUEST FORM

To formally submit a visit or meeting request with Secretary Scott Turner, please follow the instructions below.

Step 1: Fill out the form below and submit along with the invitation.
Only completed forms will be accepted.

Step 2: Email completed form and invitation to: SecretaryInvites@hud.gov

*Due to the high volume of requests, please allow 3-4 weeks to receive a response from the Scheduling Office.



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PLEASE SUBMIT AT LEAST **4** WEEKS IN ADVANCE OF THE PROPOSED VISIT

Email: SecretaryInvites@hud.gov

Please note that completing this form does not guarantee the Secretary's participation.

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): Please list the name(s) of the organization(s) requesting _____

Description of Organization(s): _____

Name of Event: Please note the official title of the event _____

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Date(s) of Event: If no date has been determined, please list 2-3 dates that will work for your organization
Invitations "At the Secretary's Convenience" will not be accepted _____

Time of Event: Please specify the time _____

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 _____

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. Please include the event website if applicable. _____

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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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Recommended Attire: _____

Number of Expected Attendees: Number of expected attendees or RSVPs _____

Description of Audience: Please provide a specific description of the audience in attendance _____

Industries Represented: _____
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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? _____
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Confirmed Speakers (please include all elected/appointed officials): Please note 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. _____
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If the Secretary is unable to attend in-person, would you prefer (*Please Check One*):

☐ Senior Staff Surrogate; Requested Surrogate: _____

☐ Video Greetings from the Secretary (Separate form to follow)