**Penny Brown Reynolds, Ph.D.**

**Deputy Assistant Secretary for Civil Rights**

**Office of the Assistant Secretary for Civil Rights**

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**Speaking Request Form**

**Program Date:** (Date, Time, when would Dr. Brown Reynolds be expected to be there.)

**Host Organization:**

**Event Theme:**

**Background:**

**Event Description:**

**Location:** (Address/Photo if available)

**Event Type:**  — In person — Online — Hybrid

**Expected Audience Size:**

**Program Features:**

**Event Contact:** (Who will be our point of contact day of event, Name, Email, Cellphone)

**Graphics & Media contact:** (If we have graphics to use, who do we send them to)

**Media: (**Will media be present?)

**Social Media:** (Will there be social media coverage of the event that we should be aware of)

**Panelist/Keynote Speaker:** (In what capacity will Dr. Brown Reynolds Appear)

**Podium:** — Yes — — No —

**Microphone:** (Yes/No, what kind of microphone, on podium, lapel, other)

**Addt’l Details** (Please provide any additional details not listed here that are necessary)

**Addt’l Documents** (Please provide any additional documents necessary)

**Run of Show:** Please attach that says arrival time, program timeline, who will be introducing Dr. Brown Reynolds and expected end of the event**.**