



Illinois Department of Corrections

J.B. Pritzker  
Governor

Rob Jeffrey  
Director

For the proposed speaking engagement, please complete and submit this form and any other relevant documents to the Public Information Officer no later than one week prior to the event.

<b>Event Title:</b>	
<b>Event Date:</b>	
<b>Submitted by:</b>	

<b>Event Overview:</b>

<b>Director's Role in the Event (Check all that apply.)</b>		
<input type="checkbox"/> <b>Opening Remarks</b>	<input type="checkbox"/> <b>Presentation of Awards</b>	<input type="checkbox"/> <b>Talk to Media</b>
<input type="checkbox"/> <b>Speaker</b>	<input type="checkbox"/> <b>Photographs</b>	<input type="checkbox"/> <b>Other (Explain):</b>

<b>If this is a speaking engagement, approximately how long is the Director expected to speak?</b>

<b>Who else is speaking at this event?</b>

<b>Who is the audience of this event?</b>

<b>What is the Director's message expected to convey?</b>

