

SPEAKING ENGAGEMENT/APPEARANCE FORM

The Code of Conduct for Justices of the Supreme Court of the United States places limitations on the ability of the Justices to be featured at certain events. See [Code of Conduct for Justices of the Supreme Court of the United States](#), Canon 4A(1).

I/My organization, _____,

have/has invited the Chief Justice to participate in the following event:

_____.

The following individuals or entities will sponsor this event (continue on separate sheet, if necessary) – if the Chief Justice is being invited to participate in a panel as part of a larger event, panel-specific sponsors must be marked with an asterisk:

The organizers of the proposed event certify the following and acknowledge that the Chief Justice's appearance at any event is contingent upon these terms:

- The event is not a “fundraising event” under the definition in the Code of Conduct for Justices of the Supreme Court of the United States. *Id.*, Canon 4A(1)(d). The event organizers expect that proceeds from the event will not exceed its costs, and there will be no solicitation of donations in connection with the event. (Note that events where proceeds will be donated to a charitable organization or where a silent auction is held are fundraising events.)
- The event is not sponsored by or associated with a party or a campaign for political office.
- The event organizer is not currently a party to a case pending at the Supreme Court and does not have a financial interest in the outcome of either a case that is currently pending at the Supreme Court or a case that is likely to come before the Supreme Court in the near future.
- The event organizer will not use the Chief Justice's name or image for any promotional or fundraising purpose, or in any manner that may suggest endorsement.
- The event does not promote a commercial product or service.
- All attendees will be screened with magnetometers or scanned with hand wands prior to entry. A no-bag policy will be implemented for all attendees, or all bags will adhere to standard airline personal item sizing (18 x 14 x 8 inches and smaller) and will be screened.
- All attendees will be required to present a valid form of government ID for entry. Advance registration will close at least 72 hours prior to the event and a complete guest list will be submitted to the Office of the Counselor to the Chief Justice and the to the Chief Justice's security detail; same-day registrants will not be permitted.

- The Chief Justice's attendance or participation will not be publicly released without prior written approval from the Office of the Counselor to the Chief Justice and the Supreme Court Public Information Office.
- All draft publicity or promotional material relating to the event will be provided in advance to the Office of the Counselor to the Chief Justice and the Supreme Court Public Information Office for review and approval. Draft material will not be circulated prior to receiving written approval from the Supreme Court.
- The event organizer will comply with all conditions established by the Chief Justice's security detail.
- The information in this Speaker Engagement/Appearance Form and the appended Event Detail Form is accurate and complete. The event organizer will promptly inform the Office of the Counselor to the Chief Justice if any of the information disclosed on these forms changes at any time.
- The event organizer acknowledges that, while the Chief Justice makes his best efforts to attend all scheduled events, he reserves the right to cancel any appearance.

Signature of Event Organizer

Date

Printed Name and Title

EVENT DETAIL FORM

To assist the Chief Justice with further consideration of your invitation, please provide the relevant information below. In the event that the Chief Justice accepts your invitation, you will be required to provide a complete run of show, proposed photo click lists for review and approval, and copies of all guest lists.

Organizer Name: _____

Website: _____

Social Media (Please Provide Links):

☐ LinkedIn: _____

☐ Instagram: _____

☐ Facebook: _____

☐ TikTok: _____

☐ X: _____

☐ Other: _____

Event Date(s): _____

Event Time(s): _____

Event Location(s), including street address and room name/number:

Description of Event: _____

Recurring Event? If yes, please attach a prior year's program or other descriptive materials.

☐ No

☐ Yes, annually

☐ Yes, other

Additional Notes:

Nature of Requested Participation:

- ☐ Moderated Panel Discussion
- ☐ Prepared Remarks
- ☐ Fireside Chat
- ☐ Attendance Only

Additional Notes:

Proposed Topic (if applicable): _____

Audience (students, professionals, etc.):

Registration Type (open to the public, select groups, invitation only):

Projected Guest Count: _____

Names of Other Participants (indicate Invited or Confirmed):

Press/Media Requests:

- ☐ Yes
- ☐ No

If yes, please explain the proposed nature of media coverage:

Recorded Event:

- ☐ Yes
- ☐ No

If yes, please detail proposed recording and usage plans:

Livestreamed Event:

☐ Yes

☐ No

If yes, please detail proposed livestreaming plans:

Security Screening Method:

☐ Magnetometers

☐ Hand Wands

Bag Policy:

☐ No bags will be permitted within the event space.

☐ All bags permitted into the event space will be screened. Bags will adhere to standard airline personal item sizing (18 x 14 x 8 inches and smaller), *e.g.*, purses, bookbags, and briefcases. All large bags and containers are prohibited.

Travel Expense and Meal Reimbursement:

☐ Yes

☐ No

Additional Notes:

Points of Contact:

Event Coordinator(s) (name, title, email, phone number):

Security POC, if different (name, title, email, cell phone number):

Speaker Agreement/Contract: If your organization requires a speaker agreement, please include the proposed agreement as an attachment to this form.