



**ADMINISTRATOR SCOTT PRUITT EVENT REQUEST FORM**  
**U.S. Environmental Protection Agency**

**Deadline for Acceptance:** \_\_\_\_\_

**Requesting Individual / Affiliation:** Candice Boyer, Americans for Tax Reform

**Event Title:** Wednesday Meeting

**Event Date:** 9/11/2017

**Is the Above Date Flexible:** Yes

**Event Time & Duration:** 10am -11:30am (The Administrator does not need to stay the whole time.)

**Type of Event:** Meeting

**Purpose of the Event:** Weekly, off the record, 150 conservative think tanks and activists

**Role of the Administrator:** 3-5min presentation, Possible questions from group (we have 25 presentations total)

**Requested Presentation Topic, if Speaking Involved:** \_\_\_\_\_

**Requested Presentation Format:** These presentations are short and pretty rapid fire

**Speech/Presentation Duration:** Absolutely no more than 5 min.

**Would You Consider a Surrogate:** Yes, but we prefer the Administrator

**Event Location:** Americans for Tax Reform, 722 12<sup>th</sup> Street, NW 6<sup>th</sup> floor

**Event Audience:** 150

**Event Host(s)/Organizer(s):** List all hosts organizing the event

**Host(s)' Relationship to EPA:** \_\_\_\_\_

**Run of Show/ Agenda:** Agenda is off the record, happy to discuss via phone

**Is there a Hold Room Available for the Administrator?** yes

**Open Press/Closed Press?** Off the record

**Dress Code:** Business



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**Teleprompter Available:** no

**Microphone / Room Setup:** Hand held mic

**Honorable Guests Attending:** Will update you day before

**Notable Federal, State or Local Appointed or Elected officials attending:** \_\_\_\_\_

**Individual Introducing Administrator:** Tim Jones, Former Speaker of MO House

**Person to contact for media purposes:** John Kartch, ATR Commination's

**Is this event held Weekly, Monthly, Annually?** Each week

**Day of Event Point of Contact:** Name & Title; Email; Office Number, Cell Number

**Security Contact:** Name & Title; Email; Office Number, Cell Number

**Suggested Entrance/ Exit to Event Venue:** Front or back door—your choice

**Is the host of the event a registered 501(c)(3), (4), or has a 527 Political Action Committee (PAC):** yes

**Will there be a "gift" presented to the Administrator? If so, what is the US currency value of the gift?** no

**Will a meal be provided, if so what is the US currency value?** No—there are coffee and donuts.

*Please return this form completed to [scheduling@epa.gov](mailto:scheduling@epa.gov) and Aaron Dickerson at [dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)*

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