

**To:** Hupp, Sydney[hupp.sydney@epa.gov]; Hallowell, Jennifer L.[Jennifer.Hallowell@FaegreBD.com]  
**From:** Shriner, Kacey E.  
**Sent:** Tue 5/2/2017 12:29:27 PM  
**Subject:** RE: May 15-16 Scheduling Request for Administrator Pruitt  
EPA Administrator Pruitt Speaker Request Form.docx

Hi Sydney,

I have attached the speaking request form.

Thanks,

Kacey E. Shriner

*Intern*

[kacey.shriner@FaegreBD.com](mailto:kacey.shriner@FaegreBD.com) [Download vCard](#)

D: +1 317 237 8339

**Faegre Baker Daniels LLP**

300 N. Meridian Street | Suite 2700 | Indianapolis, IN 46204, USA

**From:** Hupp, Sydney [mailto:hupp.sydney@epa.gov]  
**Sent:** Thursday, April 27, 2017 12:06 PM  
**To:** Hallowell, Jennifer L.  
**Cc:** Shriner, Kacey E.  
**Subject:** RE: May 15-16 Scheduling Request for Administrator Pruitt

Hey Jennifer,

Great to hear from you! We love Cam. Checking into this now. In the interim, would you mind filling out the attached speaking request form, please?

Thanks!

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**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

**From:** Hallowell, Jennifer L. [<mailto:Jennifer.Hallowell@FaegreBD.com>]  
**Sent:** Thursday, April 27, 2017 11:05 AM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Shriner, Kacey E. <[Kacey.Shriner@FaegreBD.com](mailto:Kacey.Shriner@FaegreBD.com)>  
**Subject:** May 15-16 Scheduling Request for Administrator Pruitt

Sydney,

I hope this finds you doing well. Cam Savage suggested that I reach out to you to submit my scheduling request for Administrator Pruitt to address our Indiana Leadership Forum group.

The Indiana Leadership Forum is a 501(c)(3) non-profit organization dedicated to educating Indiana's most talented business and community leaders about government, politics and policy to prepare them for greater civic involvement and leadership roles in their communities. The group was founded in 1994 by Indiana businessman, and former White House official, Al Hubbard. I have been serving as the Executive Director of the group since 2012. Each year, we bring a class of 25 professionals to Washington, D.C. toward the end of the program to meet with federal officials and policy experts.

We would greatly appreciate the opportunity to bring the group to the EPA to hear from Administrator Pruitt.

In terms of scheduling, we have time available on the afternoon of Monday, **May 15<sup>th</sup>** and also various times on Tuesday, **May 16<sup>th</sup>**. Is it possible for us to schedule a visit on one of those days?

I'm copying Kacey Shriner who is coordinating all the logistics for the trip.

Thank you so much for your time and consideration of this request.

Jennifer L. Hallowell

*Director*

[jennifer.hallowell@FaegreBD.com](mailto:jennifer.hallowell@FaegreBD.com) [Download vCard](#)

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**ADMINISTRATOR PRUITT SPEAKER REQUEST FORM**  
**U.S. Environmental Protection Agency**

<b>Deadline for Acceptance:</b>	<u>None</u>
<b>Event Title:</b>	<u>Visit by the Indiana Leadership Forum (approx. 30 individuals)</u>
<b>Speech Date:</b>	<u>Afternoon of May 15, 2017, or various times May 16, 2017</u>
<b>Is the Above Date Flexible:</b>	<u>Yes</u>
<b>Speech Time &amp; Duration:</b>	<u>1 hour or less; Time flexible</u>
<b>Speaker Requested:</b>	<u>Administrator Scott Pruitt</u>
<b>Would You Consider a Surrogate:</b>	<u>Yes</u>
<b>Event Location:</b>	<u>We would like to visit the Dept. but can accommodate something else</u> <u>[Street Address, City, State, Zip]</u> <u>[Location Telephone Number]</u> <u>[Room Name/Number]</u>
<b>Open Press/Closed Press:</b>	<u>Closed</u>
<b>Is Event Webcast/Recorded/Transcribed:</b>	<u>No</u>
<b>Purpose of the Event:</b>	<u>The Indiana Leadership Forum is a 501(c)(3) non-profit organization dedicated to educating Indiana's most talented business and community leaders about government, politics and policy to prepare them for greater civic involvement and leadership roles in their communities. We would greatly appreciate the opportunity to bring the group to the EPA to hear from Administrator Pruitt. The ILF trains a group of approximately 25-30 individuals per year. The D.C. trip is an annual tradition that occurs later in the program.</u>
<b>Speech Topic:</b>	<u>Thoughts on leadership and public service; comments on Administration goals</u>
<b>Requested Presentation Format:</b>	<u>Informal remarks and Q&amp;A</u>
<b>Dress Code:</b>	<u>Business</u>
<b>Speech/Presentation Duration:</b>	<u>1 hour; Time flexible</u>
<b>Teleprompter Available:</b>	<u>N/A</u>
<b>Microphone / Room Setup:</b>	<u>TBD</u>
<b>Event Sponsor:</b>	<u>Indiana Leadership Forum</u>
<b>Relationship to the EPA:</b>	<u></u>
<b>Event Agenda/Program:</b>	<u>[Time: Program/Agenda Item]</u>



**ADMINISTRATOR PRUITT SPEAKER REQUEST FORM**  
**U.S. Environmental Protection Agency**

**Honorable Guests Attending:** N/A

**Notable Federal, State or Local**  
**Appointed or Elected officials attending:** While he will not be attending, U.S. Senator Todd Young is a graduate of the ILF program and was our Annual Luncheon Keynote Speaker last year.

**Individual Introducing Administrator:** N/A

**Person to contact for speechwriting purposes:** Jennifer Hallowell  
Jennifer.Hallowell@FaegreBD.com  
317-345-3316

**Person to contact for media purposes:** Jennifer Hallowell  
Jennifer.Hallowell@FaegreBD.com  
317-345-3316

**Origin of Invitation:** Jennifer Hallowell  
Jennifer.Hallowell@FaegreBD.com  
317-345-3316

**Day of Event Point of Contact:** Kacey Shriner  
[Kacey.Shriner@FaegreBD.com](mailto:Kacey.Shriner@FaegreBD.com)  
317-237.8339  
317-697-2387

**Security Contact:** Kacey Shriner  
[Kacey.Shriner@FaegreBD.com](mailto:Kacey.Shriner@FaegreBD.com)  
317-237.8339  
317-697-2387

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

**Will there be a presentation of a “gift to the Administrator?”** No

**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

Please return this form completed to [scheduling@epa.gov](mailto:scheduling@epa.gov) and Sydney Hupp ([hupp.svdnev@epa.gov](mailto:hupp.svdnev@epa.gov)).