

**To:** Candice Boyer[cboyer@atr.org]  
**Cc:** Justin Sykes[jsykes@atr.org]; McMurray, Forrest[mcmurray.forrest@epa.gov]; Bowman, Liz[Bowman.Liz@epa.gov]; Hupp, Millan[hupp.millan@epa.gov]  
**From:** Ford, Hayley  
**Sent:** Mon 9/11/2017 7:30:54 PM  
**Subject:** RE: Administrator Pruitt at Wed Meeting  
[EPA Administrator Pruitt Speaker Request Form.docx](#)

Candace,

Thank you for the additional information. Since there are 25 presenters, can we plan for a specific timeframe for the Administrator to go? Around 10:10-10:20 would probably be best given his other commitments that morning. Let me know if we can plan for that.

Thank you!

## **Hayley Ford**

Deputy White House Liaison

Office of the Administrator

Environmental Protection Agency

Room: 3309C William Jefferson Clinton North

[ford.hayley@epa.gov](mailto:ford.hayley@epa.gov)

Phone: 202-564-2022

Cell: 202-306-1296

**From:** Candice Boyer [mailto:cboyer@atr.org]  
**Sent:** Monday, September 11, 2017 1:51 PM  
**To:** Ford, Hayley <ford.hayley@epa.gov>  
**Cc:** Justin Sykes <jsykes@atr.org>; McMurray, Forrest <mcmurray.forrest@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>  
**Subject:** RE: Administrator Pruitt at Wed Meeting

Dear Hayley,

I hope this helps. I am happy to discuss the agenda with you tomorrow, but we do not send it out in any way, shape, or form. We look forward to hosting the Administrator. His remarks are best kept to 3-5min tops. Our presentations are quick and our group will value questions more.

In terms of entrance, he is welcome to come through the front or back door. That is up to your office. Front would probably be easier because it is unlocked and either way he would need to use the same elevator. Let me know what else I can help with.

Kind regards,

Candice N. Boyer

Director of Scheduling and Outreach

Americans for Tax Reform

PH: 202-785-0266



**From:** Ford, Hayley [<mailto:ford.hayley@epa.gov>]

**Sent:** Monday, September 11, 2017 11:55 AM

**To:** Candice Boyer <[cboyer@atr.org](mailto:cboyer@atr.org)>

**Cc:** Justin Sykes <[jsykes@atr.org](mailto:jsykes@atr.org)>; McMurray, Forrest <[mcmurray.forrest@epa.gov](mailto:mcmurray.forrest@epa.gov)>;  
Bowman, Liz <[Bowman.Liz@epa.gov](mailto:Bowman.Liz@epa.gov)>  
**Subject:** RE: Administrator Pruitt at Wed Meeting

Hi Candice,

The Administrator looks forward to this event on Wednesday! I've attached our speaker request form with requested information. I apologize if you've maybe already completed this form, but we've had some transition on our scheduling team and just want to make sure we have all of the necessary information. Would you mind completing the applicable fields and sending back to me?

Thank you so much!

**Hayley Ford**

Deputy White House Liaison

Office of the Administrator

Environmental Protection Agency

Room: 3309C William Jefferson Clinton North

[ford.hayley@epa.gov](mailto:ford.hayley@epa.gov)

Phone: 202-564-2022

Cell: 202-306-1296

**From:** Bowman, Liz

**Sent:** Monday, September 11, 2017 11:00 AM

**To:** Candice Boyer <[cboyer@atr.org](mailto:cboyer@atr.org)>

**Cc:** Justin Sykes <[jsykes@atr.org](mailto:jsykes@atr.org)>; Ford, Hayley <[ford.hayley@epa.gov](mailto:ford.hayley@epa.gov)>; McMurray, Forrest <[mcmurray.forrest@epa.gov](mailto:mcmurray.forrest@epa.gov)>

**Subject:** Re: Administrator Pruitt at Wed Meeting

Great, thank you, I am adding Haley Ford, our new scheduler and Forest, our advance team. So they can connect with you all on logistics. Madeline is no longer here, Haley is new contact.  
Thank you - Liz

Sent from my iPhone

On Sep 11, 2017, at 10:10 AM, Candice Boyer <[cboyer@atr.org](mailto:cboyer@atr.org)> wrote:

Hi Liz,

I wanted to give you a heads up regarding the Wednesday Meeting this week. Grover now has to be in Ohio on Wednesday. Tim Jones, who runs our Missouri center right meeting will be chairing the meeting tomorrow.

As far as we are concerned the Administrator is still welcome. (The meeting goes ahead as normal with or without Grover) But I did want to give you this info.

Kind regards,

Candice N. Boyer

Director of Scheduling and Outreach

Americans for Tax Reform

PH: 202-785-0266

<image003.png>

**From:** Bowman, Liz [<mailto:Bowman.Liz@epa.gov>]  
**Sent:** Tuesday, July 25, 2017 3:40 PM  
**To:** Candice Boyer <[cboyer@atr.org](mailto:cboyer@atr.org)>  
**Cc:** Justin Sykes <[jsykes@atr.org](mailto:jsykes@atr.org)>; Morris, Madeline <[morris.madeline@epa.gov](mailto:morris.madeline@epa.gov)>  
**Subject:** RE: Administrator Pruitt at Wed Meeting

Great, thank you. What time should he arrive on September 13<sup>th</sup>?

**From:** Candice Boyer [<mailto:cboyer@atr.org>]  
**Sent:** Tuesday, July 25, 2017 3:21 PM  
**To:** Bowman, Liz <[Bowman.Liz@epa.gov](mailto:Bowman.Liz@epa.gov)>  
**Cc:** Justin Sykes <[jsykes@atr.org](mailto:jsykes@atr.org)>  
**Subject:** Re: Administrator Pruitt at Wed Meeting

Yes Sept 13 works. Thanks!

Sent from my iPhone

On Jul 19, 2017, at 3:26 PM, Bowman, Liz <[Bowman.Liz@epa.gov](mailto:Bowman.Liz@epa.gov)> wrote:

Hi Candice – Thank you so much; I talked with our folks and could we do September 13<sup>th</sup>? I think that would work better for his summer schedule. Thank you – Liz

**From:** Candice Boyer [<mailto:cboyer@atr.org>]  
**Sent:** Wednesday, July 19, 2017 1:41 PM  
**To:** Justin Sykes <[jsykes@atr.org](mailto:jsykes@atr.org)>; Bowman, Liz <[Bowman.Liz@epa.gov](mailto:Bowman.Liz@epa.gov)>  
**Subject:** RE: Administrator Pruitt at Wed Meeting

Hi Liz,

The 26<sup>th</sup> (next week) works for us if it works for you. We usually have approx. 150 attendees and 25 speakers. We would be looking for no more than a 5min

presentation. (most people get 2-3min) We are located at 722 12<sup>th</sup> Street NW, 6<sup>th</sup> floor.

Kind regards,

Candice N. Boyer

Director of Scheduling and Outreach

Americans for Tax Reform

PH: 202-785-0266

<image002.png>

**From:** Justin Sykes  
**Sent:** Wednesday, July 19, 2017 12:17 PM  
**To:** Bowman, Liz <[Bowman.Liz@epa.gov](mailto:Bowman.Liz@epa.gov)>  
**Cc:** Candice Boyer <[cboyer@atr.org](mailto:cboyer@atr.org)>  
**Subject:** Re: Administrator Pruitt at Wed Meeting

Liz - We would suggest July 26th or September 13th. August may be a little slow with recess. I'm looping in ATRs Director of Outreach, Candice Boyer, who handles the Wednesday Meetings.

Very excited Administrator Pruitt will be able to join! Looking forward to it.

Thanks!

Justin Sykes

On Jul 19, 2017, at 10:46 AM, Bowman, Liz <[Bowman.Liz@epa.gov](mailto: Bowman.Liz@epa.gov)> wrote:

Hi Justin – I hope you are doing well. Good to see you the other night, even with the unfortunately elevator incident. Administrator Pruitt is able to come to the Wednesday meeting on July 26, Aug. 30 or Sept. 13. Can you let us know what day would work best for ATR and what time we should block on his calendar?

Thank you for all your help!

Liz Bowman

U.S. Environmental Protection Agency (EPA)

Office: 202-564-3293



**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** yes



Administrator?

**ADMINISTRATOR SCOTT PRUITT EVENT REQUEST FORM**  
Open Press/Closed Press? *Off the record*  
**U.S. Enviro**

Dress Code: Business

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)