

To: Pauley, Todd[tpauley@osrhe.edu]
From: Hupp, Millan
Sent: Tue 4/11/2017 12:20:46 PM
Subject: RE: Oklahoma's Promise Day Invitation
EPA Administrator Pruitt Speaker Request Form.docx

Thanks Todd!

How many do you expect to attend and will there be other speakers?

Also, would you mind completing this form pretty please?

-----Original Message-----

From: Pauley, Todd [mailto:tpauley@osrhe.edu]
Sent: Tuesday, April 11, 2017 7:26 AM
To: Hupp, Millan <hupp.millan@epa.gov>
Subject: Fwd: Oklahoma's Promise Day Invitation

Millan - please see the attached for the invite to OK Promise Day per our discussions. Thank you!

Kylie Smith
Vice Chancellor for Administration
Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, Oklahoma 73104
405.225.9122
ksmith@osrhe.edu<mailto:ksmith@osrhe.edu>



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

Deadline for Acceptance: _____ [Publication or otherwise; please see details below]

Event Title: _____ [Enter Here]

Speech Date: _____ [Day of the Week, Month Date, Year]

Is the Above Date Flexible: _____ [Yes/No]

Speech Time & Duration: _____ [#:##am/pm - #:##am/pm]

Speaker Requested: _____ Administrator Scott Pruitt

Would You Consider a Surrogate: _____ [Yes/No]

Event Location: _____ [Location Name]
_____ [Street Address, City, State, Zip]
_____ [Location Telephone Number]
_____ [Room Name/Number]

Open Press/Closed Press: _____ [Open/Closed/TBD]

Is Event Webcast/Recorded/Transcribed: _____ [Yes/No] [If Yes, please specify]

Purpose of the Event: _____ [Enter Brief Description]

Speech Topic: _____ [Topic]

Requested Presentation Format: _____ [Keynote, Panel, Q&A, Introduction]

Dress Code: _____ [Casual/Business/Black Tie Optional/Black Tie/Other]

Speech/Presentation Duration: _____ [Length of Remarks]

Teleprompter Available: _____ [Yes or No]

Microphone / Room Setup: _____ [What kind of microphone will be used? What is the room setup?]

Event Sponsor: _____ [List all Sponsors]

Relationship to the EPA: _____ [Enter Here]

Event Agenda/Program: _____ [Time: Program/Agenda Item]
_____ [Time: Program/Agenda Item]
_____ [Time: Program/Agenda Item]
_____ [Time: Program/Agenda Item]

Honorable Guests Attending: _____ [Name/Title]

Notable Federal, State or Local Appointed or Elected officials attending: _____ [Name/Title]

Individual Introducing Administrator: _____ [Name/Title]



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

Person to contact for speechwriting purposes: [Name/Title]
[Email]
[Office Number]
[Cell Number]

Person to contact for media purposes: [Name/Title]
[Email]
[Office Number]
[Cell Number]

Origin of Invitation: [Name/Title]
[Email]
[Office Number]
[Cell Number]

Day of Event Point of Contact: [Name/Title]
[Email]
[Office Number]
[Cell Number]

Security Contact: [Name/Title]
[Email]
[Office Number]
[Cell Number]

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

Will there be a presentation of a "gift" to the Administrator? _____

If so, what is the US currency value of the gift? _____

Will a meal be provided, if so what is the US currency value? _____

Please return this form completed to scheduling@epa.gov and Sydney Hupp (hupp.sydnev@epa.gov).