

Regarding announcement

- Can we get the Administrator's media kit? High resolution headshot, official bio, etc.
- For any announcements, publications, or signage, does the Administrator require approval beforehand and, if so, who do we contact for that approval?
- I have attached a draft email announcement with information taken from the official EPA website.

Regarding onsite in Chicago

- Who will be the Administrator's main handler?
- What security details will we need to be aware of?
- Does the Administrator need a greenroom and, if so, what are the requirements?

Regarding SIGMA and NATSO Boards

- I have attached the Board of Directors for both SIGMA and NATSO to this email.
- SIGMA and NATSO boards would like to host a small reception at **2pm on Wednesday November 8th** in order for the board members to meet and thank the Administrator. We can plan this to his preference either formal (with a podium for him to make remarks) or informal (no podium, less formal meet and greet, time with both boards in a quieter environment).
- If a staffer would like to speak with our CEO, Ryan McNutt, about the event, I am happy to schedule a phone call. His direct contact information is also above.

Regarding the Administrator's remarks

- How much time would the Administrator like allotted for his address to the members?
- Our producer, JoAnna Miller, and I would like to schedule a call with the person who will be putting together the Administrator's event profile in order to go over the technical details for exactly what he can expect in the room the day of his address.
- Does the Administrator have an official/preferred introduction to be used for the address?
- Is the Administrator open to a few minutes of Q&A from the membership after his address?

If there is anything you are missing or need from me, please don't hesitate to ask – we are very excited that the Administrator will be able to join us in Chicago and want to make the event as smooth as possible.

Thank you and I look forward to working with you!

Best,

Liz.

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From: Ford, Hayley [<mailto:ford.hayley@epa.gov>]
Sent: Thursday, October 05, 2017 12:03 PM
To: Liz Menz <lmenz@sigma.org>; Charles Thornbrugh <mthornbr@quiktrip.com>
Cc: Hupp, Millan <hupp.millan@epa.gov>; Ryan McNutt <rmcnutt@sigma.org>
Subject: RE: SIGMA Invitation - Administrator Scott Pruitt

Hello Liz,

Yes, I was just about to reach out to you as we figured out his travel schedule this morning. We are able to confirm Wed, Nov 8 with an approximate presentation time of 3:20PM based on our previous conversation. If we built in conversations with the Boards, we could do that prior to his remarks. Would you mind sending along a few more details on the Board conversations, including attendees, topic, background, etc? We can then try to work in based on when he arrives to Chicago.

We really look forward to this event and thank you again for the invitation!

Hayley Ford