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Cc: Ford, Hayley[ford.hayley@epa.gov]; Dickerson, Aaron[dickerson.aaron@epa.gov]
From: Hupp, Millan
Sent: Fri 9/1/2017 10:49:29 PM
Subject: Williams Board
EPA Event Request Form.docx

John,

Good evening to you. It looks like the evening of September 26th will work well for us. Could I ask that you kindly complete the attached speaking engagement form? We must have the stamp of approval from our ethics office before giving final confirmation.

Thank you so much,

Millan Hupp

Director of Scheduling and Advance

Office of the Administrator

Cell: 202.380.7561 Email: hupp.millan@epa.gov

**Event Request Form for
Administrator E. Scott Pruitt**

U.S. Environmental Protection Agency

To request the Administrator to attend and/or speak at your event, please complete and submit the following form.

Group:

Name of Event:

Date of Event:

Type of Event (banquet, lecture, panel discussion, etc.):

Role of the Administrator:

Approximate time will the Administrator's Remarks Begin (example 9:00 am):

Expected length of the Administrator's remarks:

Will there be Q&A? If so, for how long and who from? Ex: press, attendees:

Event begins (example 9:00 am):

Event ends (example 9:00 am):

Event address (*please include room name or number if applicable*):

Will there be a hold room for the Administrator? (please include room name and/or number):

Please list the name and title of the individual who will introduce the Administrator:

Approximate size of the audience. Please also include a brief description of the makeup of the audience (*attorneys, business owners, veterans, students etc.*):

Please indicate your request for the topic of the Administrator's remarks, if applicable:

Please list any special guests, elected officials, or other dignitaries who are invited or are expected to attend:

Please list any other speakers at this event:

Is this event open to the media?:

Please list a point of contact for the day of the event, including a cell phone number and e-mail address for the contact:

If applicable, please list the name(s) and contact information of the person(s) who will greet the Administrator upon arrival, including a cell phone number and e-mail address for each contact:

Please list any special information or directions, such as ongoing construction, specific points of entry, or parking instructions, about the event or location:

Please list below any other relevant information such as agendas, background information or other relevant information about the event. (*Information may also be attached and submitted with this form.*)

Please include a contact number for the event location:

Please indicate whether this event is held weekly, monthly or annually:

Please indicate the attire for this event (*business, formal, casual, etc.*):

Please list any agencies, businesses, schools or universities, or other organizations that may be sponsoring or co-sponsoring this event:

Please provide the security contact if contracted or head of security for event location: