

**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:** The Williams Companies, Inc.

**Name of Event:** Board of Directors Meeting

**Date of Event:** September 26, 2017

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

**Role of the Administrator:** Speaker

**Approximate time will the Administrator's Remarks Begin (example 9:00 am):** 7:30 pm

**Expected length of the Administrator's remarks:** 20-30 minutes

**Will there be Q&A? If so, for how long and who from? Ex: press, attendees:** Probably 10-15 minutes

**Event begins (example 9:00 am):** 7:00 pm

**Event ends (example 9:00 am):** 9:00 pm

**Event address (please include room name or number if applicable):** Trump International Hotel, 1100 Pennsylvania Avenue, Washington, D.C. Patton Room

**Will there be a hold room for the Administrator? (please include room name and/or number):** No. Administrator is invited to have dinner with guests.

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

Approximate size of the audience. Please also include a brief description of the makeup of the audience (*attorneys, business owners, veterans, students etc.*): 24 guests  
10 members of our board of directors  
President and CEO, 6 executive officers and 6 officers and staff.

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:  
Hon. John Sullivan

Please list any other speakers at this event: N/A

Is this event open to the media?: NO

Please list a point of contact for the day of the event, including a cell phone number and e-mail address for the contact: Cher Lawrence, 918-671-4691,  
[cher.lawrence@williams.com](mailto:cher.lawrence@williams.com)

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:  
Hon. John Sullivan, 918-508-8845, [jsullivan@sblstrategies.com](mailto:jsullivan@sblstrategies.com)  
Cher Lawrence, 918-671-4691, [cher.lawrence@williams.com](mailto:cher.lawrence@williams.com)

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: Cher Lawrence, 918-671-4691,  
[cher.lawrence@williams.com](mailto:cher.lawrence@williams.com)

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

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

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:  
Hotel and government security.**