

To: Hupp, Millan[hupp.millan@epa.gov]
Cc: Davis, Gail[Davis.Gail@epa.gov]; Ferguson, Lincoln[ferguson.lincoln@epa.gov]
From: Larsen, Jessica
Sent: Thur 5/4/2017 7:55:14 PM
Subject: RE: Follow-Up Items for Administrator Pruitt

Hi Millan,

Thanks so much for sending. I will get to work on these and let you know if I have any questions or concerns.

The rate was \$230/night.

We will send you confirmations numbers over soon.

Let me know if you need anything else!

Jessica

Jessica Larsen

Event Planner

The Heritage Foundation
214 Massachusetts Avenue, NE
Washington, DC 20002
heritage.org

From: Hupp, Millan [mailto:hupp.millan@epa.gov]
Sent: Thursday, May 4, 2017 3:41 PM
To: Larsen, Jessica <Jessica.Larsen@heritage.org>
Cc: Davis, Gail <Davis.Gail@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>
Subject: RE: Follow-Up Items for Administrator Pruitt

Jessica,

Yes, I am so sorry! I am also copying our travel coordinator as she may want to work with you on this. Just as a reminder, the rate was \$240/nt?

The rooms are as follows..

E. Scott Pruitt – March 11 - 12

Lincoln Ferguson – March 11 - 12

Pasquale Perrotta – March 11 – 12

 – March 10 - 12
– March 10 - 12

Millan Hupp – March 10 – 12

Extra room – Marc 10 -12 : someone will be in this room, we just don't have the name yet

Could you also kindly send confirmation numbers once you have them?

Thank you so much,

Millan

From: Larsen, Jessica [<mailto:Jessica.Larsen@heritage.org>]
Sent: Thursday, May 4, 2017 2:27 PM
To: Hupp, Millan <hupp.millan@epa.gov>
Subject: RE: Follow-Up Items for Administrator Pruitt
Importance: High

Hi Millan,

Following up again on your hotel room needs so we can try to get everyone what they need. Can you possibly send these to me today? Thank you!

Sincerely,

Jessica

Jessica Larsen
Event Planner
The Heritage Foundation
214 Massachusetts Avenue, NE
Washington, DC 20002
heritage.org

From: Larsen, Jessica
Sent: Wednesday, May 3, 2017 5:03 PM
To: 'hupp.millan@epa.gov' <hupp.millan@epa.gov>
Subject: Follow-Up Items for Administrator Pruitt

Hello Millan,

Thank you so much for your time today on our call. Here are the follow-up items we discussed:

1. The program director is working on an overview of the talk he is giving now and I will pass it along to you as soon as I have it
2. As mentioned on the call, both the Administrator and Rep. [Jim Jordan](#) will be speaking during the dinner program
3. Our complete program agenda can be found here: <https://www.rb2017.org/index/agenda>
4. Mr. Meese will not be in attendance this year

5. We will send you the list of guests as his table as soon as we confirm them

The items you will send me once you have them available:

1. The names and hotel dates of the Administrator's staff
2. The confirmed date/time of the walk through with his advance team
3. Additional item: can you please have all staff attending Resource Bank with the Administrator register using this link by COB tomorrow:
https://www.rb2017.org/index/begin?reg_type_id=9717

Let me know if you have any additional questions or concerns. Thank you!

Jessica