

To: Hupp, Millan[hupp.millan@epa.gov]; Shawn Bennett[shawn@ooga.org]
Cc: Dickerson, Aaron[dickerson.aaron@epa.gov]
From: Hupp, Sydney
Sent: Thur 4/6/2017 6:31:53 PM
Subject: RE: Administrator Pruitt Shale Insight Invitation
EPA Administrator Pruitt Speaker Request Form Edited .docx

Hi Shawn,

The form Millan mentioned is attached. Please let me know if you have any questions!

Thank you,

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

From: Hupp, Millan
Sent: Thursday, April 6, 2017 2:06 PM
To: Shawn Bennett <shawn@ooga.org>
Cc: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Administrator Pruitt Shale Insight Invitation

Shawn,

It was a pleasure to meet you as well. Thank you so much for the invitation. I am copying Sydney Hupp (my sister and the Administrator's scheduler) on this email. She will have a form for you to complete and will be able to let you know if the 28th is available.

Please don't hesitate to reach out if I can further assist.

Warm regards,

Millan

From: Shawn Bennett [<mailto:shawn@ooga.org>]
Sent: Thursday, April 6, 2017 12:48 PM
To: Hupp, Millan <hupp.millan@epa.gov>
Subject: Administrator Pruitt Shale Insight Invitation

Millan,

It was nice meeting you the other day at the Capitol Hill Club with Pete and Harold. As I mentioned, the Ohio Oil and Gas Association, the Marcellus Shale Coalition and the West Virginia Oil and Natural Gas Association are hosting the SHALE INSIGHT™ Conference, which will take place in the heart of the Marcellus and Utica shale gas plays on September 27 and 28, 2017 at the David L. Lawrence Convention Center in Pittsburgh, Pennsylvania. The event typically attracts over 1,000 attendees from across the region.

We would be honored if Administrator Pruitt would be able to join us as a general session keynote speaker on the morning of September 28, 2017. I have a formal invitation attached and I hope to discuss this event in more detail with you.

Shawn Bennett

Ohio Oil & Gas Association | 614.824.3901 | 614.738.6220 (cell) | shawn@ooga.org | www.ooga.org



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

Deadline for Acceptance: _____

Event Title: _____

Speech Date: _____

Is the Above Date Flexible: _____

Speech Time & Duration: _____

Requesting Group: _____

Would You Consider a Surrogate: _____

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

Is there a Hold Room Available for the Administrator?: _____

Open Press/Closed Press?: _____

Is Event Webcast/Recorded/Transcribed: _____
If yes, please specify

Purpose of the Event: _____
Brief Description

Requested Speech Topic: _____

Requested Presentation Format: _____
Keynote, Panel, Q&A, Introduction, etc.

Dress Code: _____
Casual/Business/Black Tie Optional/Black Tie/Etc.

Speech/Presentation Duration: _____
Length of Remarks

Teleprompter Available: _____

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



Event Sponsors:

List all Sponsors (businesses, schools or universities, etc.)

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

Relationship to the EPA:

Run of Show/ Agenda:

Provide full agenda of the event, including events immediately following the Administrator speaking.

Honorable Guests Attending:

Name & Title

Notable Federal, State or Local Appointed or Elected officials attending:

Name & Title

Individual Introducing Administrator:

Name & Title

Event Audience:

Brief description and size of audience

Person to contact for media purposes:

Name & Title; Email; Office Number, Cell Number

Is this event held Weekly, Monthly, Annually?:

Day of Event Point of Contact:

Name & Title; Email; Office Number, Cell Number

Security Contact:

Name & Title; Email; Office Number, Cell Number

Suggested Entrance/ Exit to Event Venue:

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



ADMINISTRATOR SCOTT PRUITT SPEAKER REQUEST FORM

U.S. Environmental Protection Agency

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.sydney@epa.gov).
