

From: "Carrie A. Hackenberger" <HackenbergerC@api.org>

To: "leila_getto@ios.doi.gov" <leila_getto@ios.doi.gov>

Subject: [EXTERNAL] Request for Secretary Zinke

Date: Mon, 07 May 2018 19:28:39 +0000

Importance: Normal

Attachments: Official_Policy_Activity_Request_Form_American_Petroleum_Institute_Secretary_Zinke.pdf

Inline-Images: image001.png

Hi Ms. Leila Getto,

My name is Carrie Hackenberger and I work for the American Petroleum Institute out of our Colorado Office. We are hosting a luncheon event in Colorado on July 26th called the State of Colorado Energy. We are expecting approximately 300-400 people in attendance, as this will be the 5th time we have held this event and the attendance has grown each year. This lunch will contain a panel with API's President and CEO Jack Gerard and we would like to cordially invite Secretary Zinke to participate in the panel as well. We had received the attached form and were told to fill it out, but I wanted to be sure this was the right process or if there was any additional forms that needed to be included in order to make this request formally. Would you please advise if there is any additional information or forms I need to provide? Thank you in advance and I look forward to hearing from you soon.

Best regards,

Carrie Hackenberger

Operations Manager

Colorado Petroleum Council

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Colorado Petroleum Council
A Division of the American Petroleum Institute

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Official Non-Profit Activity Request Form

This form is to be used for requests for official participation in events or activities with 501(c)(4) social welfare, 501(c)(6) business, and other similar non-profit organizations for the President, Vice President, White House staff, and Cabinet Officials.

This form must be completed in addition to any scheduling forms required by the official's scheduling office and should be submitted to Office of Political Affairs.

Requested Attendee Name

Secretary Ryan Zinke

Requester Information

Organization:	Colorado Petroleum Council/American Petroleum Institute
Purpose of Organization:	Represents all facets of the oil and natural gas industry
Organization Affiliates:	American Petroleum Institute
Organization Website:	Api.org
Coordinator Name & Title:	Tracee Bentley, Executive Director, Colorado Petroleum Council
Contact Information:	Bentleyt@api.org Office: (b) (6) Cell: (b) (6)

Event Information

Event Name:	State of Colorado Energy Luncheon
Event Description:	Panel discussion on western energy issues. The panel will discuss topics such as what the future of energy production looks like in the west, role of industry, federal government, and states. Audience: We expect 300-400 people to attend, many industry and business executives, elected officials, media. It is invite only.
Event Type: <i>E.g., Photo Op, Fundraiser, Meal, Meeting, etc.</i>	Luncheon Panel discussion
Date, Time & Location: <i>Provide information about travel if outside D.C.</i>	Thursday, July 26th Time: 11:30am – 1:00pm Place: Grand Hyatt, Pinnacle Club, Denver, CO
Other Organizations or Officials Participating:	Jack Gerard, CEO of API Ken Salazar, former Secretary of Interior
Projected Attendees: <i>List notable attendees, type, and expected number</i>	We expect 300-400 people to attend, many energy industry and business executives, elected officials, media. It is invite only.

Additional Event Information	
Political Activities? <i>If yes, describe with specificity</i>	n/a
Fundraising Activity? <i>If yes, describe type and beneficiary</i>	n/a
Entertainment Activity? <i>If yes, describe in detail for ethics review</i>	Luncheon (plated lunch), panel will be primary piece of event with introductory comments by Tracee Bentley.
Remarks Requested? <i>Include expected speaking program</i>	Yes, each panelist will provide answers to a prepared list of questions asked by the moderator.
Media Plan:	Press advisory prior to event and press release following the event
Decision Deadline:	May 31, 2018

Invitations, Promotional Materials, Etc.
Please attach any additional information about event and include draft invitations, promotional materials, reply devices, press releases, or other accompanying items that may be used in connection with event. Clearly mark all such items as <i>DRAFT</i> before submitting. Absolutely no materials may be distributed concerning activity with any official's name, title, or position on them without being approved in writing in advance. Making unapproved announcements and/or distributing unapproved materials concerning officials' attendance may result in rejection or cancellation of event.

Organization Legal Sign-Off
All 501(c)(4) activity requests must have been reviewed and approved by the organization's legal counsel <u>prior to being submitted</u> for White House review. This includes review of this form, proposed invitation, promotional materials, disclaimers, and any other accompanying items. Signature: _____ Counsel Name: _____ Counsel Contact Information: _____ _____

Internal Use Only	
Political Affairs	
Chief of Staff's Office	
Counsel's Office	
Notes	