



## ADMINISTRATOR SCOTT PRUITT EVENT REQUEST FORM U.S. Environmental Protection Agency

**Deadline for Acceptance:** We don't have a firm deadline for acceptance, but knowing about attendance no later than Nov. 17 would give WGA and EPA two weeks to prepare for Administrator Pruitt's appearance. Earlier is always better, though, when it comes to acceptance.

**Requesting Individual / Affiliation:** James Ogsbury, Executive Director, Western Governors' Association

**Event Title:** 2017 Winter Meeting of the Western Governors' Association

**Event Date:** December 1-2, 2017 (Governors will be arriving Nov. 30, but the public meeting sessions are on Dec. 1-2)

**Is the Above Date Flexible:** We would welcome Administrator Pruitt on Dec. 1 or 2.

**Event Time & Duration:** We have an afternoon session on Friday, Dec. 1, during which the Administrator could speak, perhaps at 3:30 p.m. On Saturday, Dec. 2, the session runs from 9:30am to noon. The Administrator could kick off the day or speak later in the morning. We are open to suggestions from EPA for speaking times within the schedule of our public sessions. Typically, we set aside 30 minutes for a session such as this. The Administrator might speak for 15-20 minutes and then have a short conversation with the attending Governors.

**Type of Event:** Meeting

**Purpose of the Event:** The 2017 WGA Winter Meeting will bring together as many as a dozen Western Governors to have public discussions of the most critical policy issues facing the region. In addition, special guests such as the Administrator will address regional issues from the federal perspective and have public conversations with the Governors. Upwards of 300 attendees are expected and media is invited to cover the event.

**Role of the Administrator:** WGA invites the Administrator to deliver a keynote of 15-20 minutes and then have a short conversation with the attending Governors.

**Requested Presentation Topic, if Speaking Involved:** This would be up to the Administrator, but WGA encourages a topic that addresses the EPA's work in the West.

**Requested Presentation Format:** Keynote

**Speech/Presentation Duration:** The session would be 30 minutes total: 15-20 minutes for a keynote, then a short conversation with the attending Governors.



Would You Consider a Surrogate: No  
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**Event Location:** U.S. Environmental Protection Agency, Phoenix, AZ 85016

**Event Audience:** Upwards of 300 attendees are expected, mostly WGA Sponsors from industries such as natural resources, banking, healthcare and tourism, to mention just some categories.

**Event Host(s)/Organizer(s):** Western Governors' Association

**Host(s)' Relationship to EPA:** The Western Governors' Association helps Western Governors communicate and collaborate with EPA on a variety of policy issues.

**Run of Show/ Agenda:** Agenda attached separately

**Is there a Hold Room Available for the Administrator?** That can be easily arranged.

**Open Press/Closed Press?** Public sessions of the meeting are open to media.

**Dress Code:** Business Casual, Western

**Teleprompter Available:** We have not used a teleprompter in the past, but would be open to considering one if there is a need.

**Microphone / Room Setup:** The Administrator would speak at a podium with a microphone on stage with the Governors, who would be seated nearby. The precise room setup has not been determined, but the Administrator will speak in a ballroom at the Biltmore on a proscenium-type stage. The audience will most likely be seated at "rounds" in front of him.

**Honorable Guests Attending:** As noted, there will be as many as a dozen Western Governors in attendance. WGA has invited a variety of other federal and state officials, but at this date do not have confirmed guest attendees. Past guests have included the Secretaries of Interior and Energy, as well as Canadian Premiers.

**Notable Federal, State or Local Appointed or Elected officials attending:** See above

**Individual Introducing Administrator:** In all likelihood, the Administrator would be introduced by South Dakota Gov. Dennis Daugaard, who is the Chair of WGA.

**Person to contact for media purposes:** Joe Rassenfoss, WGA Communications Director, 303-803-8008 or joe@westgov.org

**Is this event held Weekly, Monthly, Annually?** Annually

**Day of Event Point of Contact:** Joe Rassenfoss, WGA Communications Director, 303-803-8008 or joe@westgov.org

**Personal Security Detail/Ex. 6/Ex. 7C/Ex. 7E/Ex. 7F**



## Personal Security Detail/Ex. 6/Ex. 7C/Ex. 7E/Ex. 7F

Is the host of the event a registered lobbyist (4), or has a 527 Political Action Committee (PAC):

WGA acts as an instrumentality of the 19 western states that we serve. We are a non-profit organization under Section 170c of the Tax Code.

Will there be a "gift" presented to the Administrator? If so, what is the US currency value of the gift?

No gift is planned at this time. If one will be presented, WGA will reach out in advance and share its currency value.

Will a meal be provided, if so what is the US currency value?

No meal is planned at this time, although the Administrator is invited to join a private lunch with Governors at noon on Friday, Dec. 1. We can provide a currency value if he so chooses.

*Please return this form completed to [scheduling@epa.gov](mailto:scheduling@epa.gov) and Aaron Dickerson at [dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)*