

**To:** Hupp, Sydney[hupp.sydney@epa.gov]; Jackson, Ryan[jackson.ryan@epa.gov]  
**Cc:** Crystal Coon[crystal@glenncoffee.com]  
**From:** Jane Alonso  
**Sent:** Thur 3/30/2017 4:12:21 PM  
**Subject:** RE: NAFO meeting request follow-up  
EPA Administrator Pruitt Speaker Request Form.docx

Here is the form. It wasn't clear to me which dates you were looking at or whether you were looking at a meeting or a "speech" so I gave you all the options in the form. Let me know if this works.

Again, our options are:

- Thursday April 6 Board of Directors breakfast between 7am -8 am. Location - Fairmont Hotel (2401 M St NW), Culpepper Room
- Thursday April 6 Board of Directors meeting between 8 am and noon. Location - Fairmont Hotel (2401 M St NW), Roosevelt Room
- Wednesday, April 5 between 10:15 and 11:30 am – at your EPA office
- Wednesday, April 5 between 7 am-8 am – breakfast meeting with our Board. Location - Fairmont Hotel (2401 M St NW), Roosevelt Room

**From:** Hupp, Sydney [mailto:hupp.sydney@epa.gov]  
**Sent:** Thursday, March 30, 2017 10:51 AM  
**To:** Jane Alonso <jalonso@nafoalliance.org>; Jackson, Ryan <jackson.ryan@epa.gov>  
**Cc:** Crystal Coon <crystal@glenncoffee.com>  
**Subject:** RE: NAFO meeting request follow-up

Good morning Jane,

Thank you for the follow up and for the additional information! My apologies for the delay in responding to your request, we have been inundated with scheduling requests over the last few weeks but are happy that you have reached out to us! Would you be so kind as to fill out the attached speaking request form? It helps us with to streamline the requests and gets the answers

we have to have knocked out early. Please feel free to reach out to me with any questions!

Thank you!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

**From:** Jane Alonso [<mailto:jalonso@nafoalliance.org>]

**Sent:** Thursday, March 30, 2017 8:23 AM

**To:** Jackson, Ryan <[jackson.ryan@epa.gov](mailto:jackson.ryan@epa.gov)>; Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>

**Cc:** Crystal Coon <[crystal@glenncoffee.com](mailto:crystal@glenncoffee.com)>

**Subject:** NAFO meeting request follow-up

Ryan, Sydney – I wanted to follow up on this meeting request to have Administrator Pruitt speak with our Board next week. I know Crystal has spoken with you about it. We are anxious to get a day/time nailed down, as this meeting is a high priority for our fly-in.

One thing I wanted to clarify is that we are now fully booked in the afternoon on April 5. Our blocks of time in order of preference now are:

- Thursday April 6 Board of Directors breakfast between 7am -8 am. Location - Fairmont Hotel (2401 M St NW), Culpepper Room
- Thursday April 6 Board of Directors meeting between 8 am and noon. Location - Fairmont Hotel (2401 M St NW), Roosevelt Room
- Wednesday, April 5 between 9 am and 11:30 am – at your EPA office
- Wednesday, April 5 between 7 am-8 am – breakfast meeting with our Board. Location - Fairmont Hotel (2401 M St NW), Roosevelt Room

Information is attached. Let me know! And thank you.

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Jane Alonso

Vice President for Government Relations

National Alliance of Forest Owners (NAFO)

122 C Street, NW, Suite 630

Washington, DC 20001

[jalonso@nafoalliance.org](mailto:jalonso@nafoalliance.org)

202-747-0741



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

**Deadline for Acceptance:** As soon as possible

**Event Title:** Meeting with National Alliance of Forest Owners (NAFO) Board of Directors

**Speech Date:** Options:  
-Thursday April 6 Board of Directors breakfast between 7am -8 am.  
Location - Fairmont Hotel (2401 M St NW), Culpepper Room  
-Thursday April 6 Board of Directors meeting between 8 am and noon. Location - Fairmont Hotel (2401 M St NW), Roosevelt Room  
-Wednesday, April 5 between 9 am and 11:30 am – at your EPA office  
-Wednesday, April 5 between 7 am-8 am – breakfast meeting with our Board. Location - Fairmont Hotel (2401 M St NW), Roosevelt Room

**Is the Above Date Flexible:** Not within the range provided

**Speech Time & Duration:** See above

**Speaker Requested:** Administrator Scott Pruitt

**Would You Consider a Surrogate:** No

**Event Location:** Either Fairmont Hotel (2401 M St NW) or at EPA Headquarters

**Open Press/Closed Press:** Closed

**Is Event Webcast/Recorded/Transcribed:** No

**Purpose of the Event:** To discuss how forest owners and EPA can work together on water and air policies that will support jobs in the forestry sector and the rural economy overall

**Speech Topic:** See above.

**Requested Presentation Format:** We are flexible.

**Dress Code:** Business

**Speech/Presentation Duration:** 30 minutes

**Teleprompter Available:** No

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

**Event Sponsor:** The National Alliance of Forest Owners (NAFO)

**Relationship to the EPA:** N/A

**Event Agenda/Program:** N/A



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

**Honorable Guests Attending:** None

**Notable Federal, State or Local Appointed or Elected officials attending:** None

**Individual Introducing Administrator:** Dave Tenny, CEO of NAFO

**Person to contact for speechwriting purposes:** Jane Alonso  
Vice President for Government Relations  
National Alliance of Forest Owners (NAFO)  
122 C Street, NW, Suite 630  
Washington, DC 20001  
[jalonso@nafoalliance.org](mailto:jalonso@nafoalliance.org)  
202-747-0741 (office)  
202-297-0830 (cell)

**Person to contact for media purposes:** **Kate Gatto**  
Vice President, Communications  
National Alliance of Forest Owners (NAFO)  
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Washington, DC 20001  
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202-747-0756 (office)  
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**Origin of Invitation:** Jane Alonso  
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**Day of Event Point of Contact:** Jane Alonso  
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**Security Contact:** Jane Alonso  
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