

To: Hupp, Millan[hupp.millan@epa.gov]
From: rrobertson@depausa.org
Sent: Tue 3/28/2017 10:26:04 PM
Subject: RE: April 3 - Details
EPA Event Request Form -3.28.pdf

Yes! Please see attached.

Let me know if there is anything else you need- I'm running out of office now but will be more thorough with any info we can provide.

Thank you!

Regan

From: Hupp, Millan [mailto:hupp.millan@epa.gov]
Sent: Tuesday, March 28, 2017 4:35 PM
To: rrobertson@depausa.org
Subject: April 3 - Details

Regan,

So good to see you last week!

Could you pretty please send me logistical details for the reception next week? Will be preparing a briefing for the calendar and for the Administrator. I'll also want to do a walk-through of the location this week.

Hope you can make the trip next week. ☺

Thank you!

Millan

**Event Request Form for
Administrator E. Scott Pruitt**

U.S. Environmental Protection Agency

To request the Administrator to attend and/or speak at your event, please complete and submit the following form.

Group:

Domestic Energy Producers Alliance (DEPA)

Name of Event:

DEPA DC Fly-in Reception

Date of Event:

Monday, April 3, 2017

Type of Event (banquet, lecture, panel discussion, etc.):

Reception

Role of the Administrator:

Esteemed Guest

Approximate time will the Administrator's Remarks Begin (example 9:00 am):

6:00pm

Expected length of the Administrator's remarks:

15-20 minutes

Will there be Q&A? If so, for how long and who from? Ex: press, attendees:

yes, included in 'remarks' time frame

Event begins (example 9:00 am):

5:30pm

Event ends (example 9:00 am):

6:30pm

Event address (please include room name or number if applicable):

National Republican Club of Capitol Hill, 300 First St. SE, Washington, DC, 20003

Will there be a hold room for the Administrator? (please include room name and/or number):

Please list the name and title of the individual who will introduce the Administrator:

Harold Hamm, Founder & CEO, Continental Resources

Approximate size of the audience. Please also include a brief description of the makeup of the

audience (attorneys, business owners, veterans, students etc.):

18-20 guests, Oil & gas producers, trade association heads

Please indicate your request for the topic of the Administrator's remarks, if applicable:

Please list any special guests, elected officials, or other dignitaries who are invited or are expected to attend:

N/A

Please list any other speakers at this event:

N/A

Is this event open to the media?:

No

Please list a point of contact for the day of the event, including a cell phone number and e-mail address for the contact:

Pete Regan
pregan@depausa.org
(918) 845-1553

Jamie Whitefield
jwhitefield@depausa.org
(580) 272-4096

If applicable, please list the name(s) and contact information of the person(s) who will greet the Administrator upon arrival, including a cell phone number and e-mail address for each contact:

Pete Regan
pregan@depausa.org, (918) 845-1553

Please list any special information or directions, such as ongoing construction, specific points of entry, or parking instructions, about the event or location:

Please list below any other relevant information such as agendas, background information or other relevant information about the event. (Information may also be attached and submitted with this form.)

Please include a contact number for the event location:

Israel Canada
(202) 406-1230

Please indicate whether this event is held weekly, monthly or annually:

Please indicate the attire for this event (business, formal, casual, etc.):

Business

Please list any agencies, businesses, schools or universities, or other organizations that may be sponsoring or co-sponsoring this event:

Domestic Energy Producers Alliance

Please provide the security contact if contracted or head of security for event location:

*Will provide