

**To:** jogsbury@westgov.org[jogsbury@westgov.org]  
**Cc:** Hupp, Millan[hupp.millan@epa.gov]; Dickerson, Aaron[dickerson.aaron@epa.gov]  
**From:** Ford, Hayley  
**Sent:** Mon 9/11/2017 10:54:52 PM  
**Subject:** RE: Invitation to Western Governors' Winter Meeting | Dec. 1-2, 2017 - Phoenix, Arizona  
EPA Administrator Pruitt Speaker Request Form.docx

Hello James,

Thank you for extending the invitation to the Administrator. We'd be happy to consider this request. Would you mind completing the attached speaking request form? This will help us to capture useful information. We have a scheduling meeting on Friday so if you could complete before then, I will be able to bring it to the scheduling team and provide you with an update soon after.

Thank you and we appreciate the opportunity!

**Hayley Ford**

Deputy White House Liaison

Office of the Administrator

Environmental Protection Agency

Room: 3309C William Jefferson Clinton North

[ford.hayley@epa.gov](mailto:ford.hayley@epa.gov)

Phone: 202-564-2022

Cell: 202-306-1296

**From:** James Ogsbury <[jogsbury@westgov.org](mailto:jogsbury@westgov.org)>  
**Date:** August 30, 2017 at 6:19:26 PM EDT  
**To:** "[bowles.jack@epa.gov](mailto:bowles.jack@epa.gov)" <[bowles.jack@epa.gov](mailto:bowles.jack@epa.gov)>  
**Subject:** Invitation to Western Governors' Winter Meeting | Dec. 1-2, 2017 - Phoenix, Arizona

Dear Secretary Pruitt:

On behalf of our Chair, Governor Dennis Daugaard of South Dakota, and our Vice Chair, Governor David Ige of Hawaii, I am pleased to invite you to join Western Governors at their WGA 2017 Winter Meeting, to be held December 1-2, 2017, in Phoenix at the historic Arizona Biltmore.

If you have any questions or require further information, please do not hesitate to contact me. In the meantime, with warm regards and best wishes, I am

Respectfully,

James D. Ogsbury

Executive Director

Ph: 303-623-9378



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

**Deadline for Acceptance:** \_\_\_\_\_

**Requesting Individual / Affiliation:** \_\_\_\_\_

**Event Title:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Is the Above Date Flexible:** \_\_\_\_\_

**Event Time & Duration:** \_\_\_\_\_

**Type of Event:** Reception, Conference, Meeting

**Purpose of the Event:** Brief Description

**Role of the Administrator:** E.g., speaking engagement, keynote, panel, roundtable, attendance

**Requested Presentation Topic, if Speaking Involved:** \_\_\_\_\_

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

**Speech/Presentation Duration:** Length of Remarks

**Would You Consider a Surrogate:** \_\_\_\_\_

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

**Event Audience:** Size of audience and brief description. E.g., 100 in attendance made up of attorneys, business owners, students, industry, employees, etc.

**Event Host(s)/Organizer(s):** List all hosts organizing the event

**Host(s)' Relationship to EPA:** \_\_\_\_\_



**Run of Show/ Agenda:**

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

**ADMINISTRATOR SCOTT FRUIT EVENT REQUEST FORM**

**Is there a Hold Room Available for the Administrator?**

\_\_\_\_\_

**Open Press/Closed Press?**

\_\_\_\_\_

**Dress Code:**

*Casual/Business/Black Tie Optional/Black Tie/Etc.*

**Teleprompter Available:**

\_\_\_\_\_

**Microphone / Room Setup:**

*What kind of microphone will be used? What is the room setup?*

**Honorable Guests Attending:**

*Name & Title*

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

*Name & Title*

**Individual Introducing Administrator:**

*Name & Title*

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

\_\_\_\_\_

**Will there be a "gift" presented 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](mailto:scheduling@epa.gov) and Aaron Dickerson at [dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)*



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

<b>Deadline for Acceptance:</b>	July 7, 2017
<b>Event Title:</b>	Assn of Chamber of Commerce Executives national convention; <b>Speech &amp; Q/A with the Board of Directors and Metro Cities Council</b>
<b>Speech Date:</b>	Sunday, July 16, 2017 between 3:30-5:30pm OR Monday, July 17 between 9:30-11:00am OR Monday, July 17 between 2:00-4:00pm OR Tuesday, July 18 between 2:00-5:00pm
<b>Is the Above Date Flexible:</b>	Options above
<b>Speech Time &amp; Duration:</b>	30-45 minute session to include Q/A
<b>Speaker Requested:</b>	Administrator Scott Pruitt
<b>Would You Consider a Surrogate:</b>	TBD
<b>Event Location:</b>	Nashville Music City Center 201 Fifth Avenue South Nashville, TN 37203 615.401.1400
<b>Open Press/Closed Press:</b>	TBD
<b>Is Event Webcast/Recorded/Transcribed:</b>	TBD
<b>Purpose of the Event:</b>	<p>As part of the Association of Chamber of Commerce Executives national convention, we are requesting Administrator Pruitt to speak and exchange ideas with chamber presidents who serve on the Board of Directors and Metro Cities Council.</p> <p>Within the ACCE, the <b>Metro Cities Council</b> subgroup has a membership limited to chief executives of chambers in cities with 500,000 or more in population. The <b>Board of Directors</b>, in turn, includes many of these regional entities, but also true activists of all sizes in the chamber movement. Because of the stature of your office and the complex policies you are addressing, this combined audience of 75-100 influential leaders is ideal for delivering your messages and garnering insights from “the field.”</p>
<b>Speech Topic:</b>	Update on Administrator’s agenda/priorities (flexible)
<b>Requested Presentation Format:</b>	Speech followed by Q&A
<b>Dress Code:</b>	Business
<b>Speech/Presentation Duration:</b>	15-20 minute speech followed by 15-20 minute Q&A
<b>Teleprompter Available:</b>	No
<b>Microphone / Room Setup:</b>	TBD



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

**Event Sponsor:** A variety of the convention sponsors and exhibitors are listed on  
<http://convention.acce.org>

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

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**Event Agenda/Program:** We are in the process of adding details to the convention program. An outline can be found on <http://convention.acce.org>

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**Honorable Guests Attending:** We have invitations to elected officials pending. Convention Keynote speakers include Jonah Berger, Ph.D. and Molly Fletcher

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**Notable Federal, State or Local Appointed or Elected officials attending:** TBD. Invitations pending.

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**Individual Introducing Administrator:** TBD

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**Person to contact for speechwriting purposes:** [Name/Title]  
[Email]  
[Office Number]  
[Cell Number]

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**Person to contact for media purposes:** Jennifer Hallowell, Director, Faegre Baker Daniels  
[Jennifer.hallowell@faegrebd.com](mailto:Jennifer.hallowell@faegrebd.com)  
317-237-1464  
317-345-3316 (preferred)

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**Origin of Invitation:** Jennifer Hallowell, Director, Faegre Baker Daniels  
[Jennifer.hallowell@faegrebd.com](mailto:Jennifer.hallowell@faegrebd.com)  
317-237-1464  
317-345-3316 (preferred)  
  
*On behalf of the Assn of Chamber of Commerce Executives*

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**Day of Event Point of Contact:** Jennifer Hallowell, Director, Faegre Baker Daniels  
[Jennifer.hallowell@faegrebd.com](mailto:Jennifer.hallowell@faegrebd.com)  
317-237-1464  
317-345-3316 (preferred)

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**Security Contact:** [Name/Title]  
[Email]  
[Office Number]  
[Cell Number]

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**Is the organization or host of the event a registered 501(c)(3), (4),**

