

**To:** Hupp, Sydney[hupp.sydney@epa.gov]  
**From:** Smotkin, Rick  
**Sent:** Thur 3/16/2017 8:09:39 PM  
**Subject:** Acypl event  
[Event Request Form-ACYPL.docx](#)  
[ATT00001.txt](#)

Here you go. Let me know if you need anything else. Thanks so much !!!

Rick

# **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: American Council of Young Political Leaders (ACYPL)**

**Name of Event: ACYPL Honors Evening**

**Date of Event: Wednesday, September 13**

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

**Role of the Administrator: Accept award, make brief remarks**

**Approximate time will the Administrator's Remarks Begin (example 9:00 am): 7:00pm**

**Expected length of the Administrator's remarks: 5 minutes**

**Will there be Q&A? If so, for how long and who from? Ex: press, attendees: No Q&A**

**Event begins (example 9:00 am): 6:00pm**

**Event ends (example 9:00 am): 8:00pm**

**Event address (please include room name or number if applicable): DLA Piper, 500 8th Street, NW, Rooftop**

**Will there be a hold room for the Administrator? (please include room name and/or number): No**

**Please list the name and title of the individual who will introduce the Administrator: Rick Smotkin, Senior Vice President, Global Government Affairs, Comcast and President, ACYPL Board of Trustees**

**Approximate size of the audience. Please also include a brief description of the makeup of the audience (*attorneys, business owners, veterans, students etc.*):** 100-150 alumni of the ACYPL including state and local elected officials, lobbyists, Hill staff,

**Please indicate your request for the topic of the Administrator's remarks, if applicable:** His ACYPL exchange experience in 2000 to Israel and the Palestinian Territories and support for international exchange

**Please list any special guests, elected officials, or other dignitaries who are invited or are expected to attend:** We have invited Secretary of Education Betsy DeVos and North Carolina Governor Roy Cooper as honorees

**Please list any other speakers at this event:** Secretary of Education Betsy DeVos and North Carolina Governor Roy Cooper will also be honored

**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:** Libby Rosenbaum, CEO, ACYPL [libbyrosenbaum@acypl.org](mailto:libbyrosenbaum@acypl.org) and cell 202.306.0712

**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:**

**Please list any special information or directions, such as ongoing construction, specific points of entry, or parking instructions, about the event or location:** Enter on the 8th Street side

**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:**

**Please indicate whether this event is held weekly, monthly or annually:** This event is held annually in support of ACYPL

**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: We are currently soliciting corporate sponsorship, but so far we have Babcock & Wilcox and Feld Entertainment as sponsors**

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