

From: "SIO, Scheduling" <scheduling_sio@ios.doi.gov>

To: <pblair@atr.org>, <cboyer@atr.org>

Cc: "Funes, Jason" <jason_funes@ios.doi.gov>, Leila Getto <leila_getto@ios.doi.gov>

Subject: Fwd: [EXTERNAL] RE: Form For Secretary

Date: Mon, 17 Sep 2018 15:45:06 +0000

Importance: Normal

Attachments: Event_Proposal_Information_Form_-_ATR.docx

Dear Candice and Paul,

Thank you for your thoughtful invitation to Secretary Zinke. He greatly appreciates to speak at your Wednesday meeting and accepts. Is November 7th or 28th convenient date?

Thank you,
Leila

Leila Getto
U.S. Department of the Interior
Immediate Office of the Secretary
Deputy Director, Scheduling and Advance
Direct: 202-208-5359
Main: 202-208-7551
Cell: 202-706-9435
Email: leila_getto@ios.doi.gov

----- Forwarded message -----

From: Funes, Jason <jason_funes@ios.doi.gov>

Date: Wed, Aug 15, 2018 at 6:04 PM

Subject: Re: [EXTERNAL] RE: Form For Secretary

To: Candice Boyer <cboyer@atr.org>

Cc: Paul Blair <pblair@atr.org>

Thank you! I'll pass this along and have our Scheduling office get back to you soon.

Jason Funes
Special Assistant
Intergovernmental and External Affairs
Office of the Secretary
Department of the Interior
Office: (202) 208-5541

On Wed, Aug 15, 2018 at 5:10 PM, Candice Boyer <cboyer@atr.org> wrote:

Jason, here is the form.

From: Funes, Jason <jason_funes@ios.doi.gov>

Sent: Wednesday, August 15, 2018 4:11 PM

To: Paul Blair <pblair@atr.org>; Candice Boyer <cboyer@atr.org>

Subject: Form For Secretary

#1364589.1

Hey Paul & Candice,

Grover has on several occasions asked to have the Secretary speak at a Wednesday meeting, yet if someone can get the attached form filled out, we can try to put it on his schedule asap.

Thanks,

Jason Funes

Special Assistant

Intergovernmental and External Affairs

Office of the Secretary

Department of the Interior

Office: (202) 208-5541

#1364589.2

Event Information Request Form

To ensure that the appropriate individual within the Department of the Interior is participating at your event and because the Office of the Secretary is committed to maintaining the highest ethical standards, we request you answer the following questions before we can agree to confirm a speaker.

Please complete this form and send to scheduling@ios.doi.gov. If you have any questions you may contact the Scheduling office at 202-208-7551

Specific Request to the Secretary (i.e. deliver keynote remarks, attend an event, etc):	3-5min of remarks and questions
Title of the Event (please note if the event is a weekly, quarterly, annual, etc.):	Americans for Tax Reform Wednesday meeting
Date of Event (please note if the date is flexible):	Every Wednesday at 10am
Location (city and state):	Washington DC
Point of Contact(s):	Candice Boyer cboyer@atr.org
Briefly describe the event in detail including the purpose and desired role of the Secretary :	150 Attendees, 25 presentations, activists groups, think tanks, and center right coalition. To communicated with center right coalition.
Is the event a fundraiser? If yes, please explain who it is benefiting (i.e. specific charity, a political candidate, etc.)?	No
Event Host and Sponsor:	
Who is the event host/organizer? Please describe the person or provide background information on the organization.	Grover Norquist, President of Americans for Tax Reform
Is the event host/organizer a candidate, or a party, or a lobbying organization/lobbyist, or nonprofit, or has a registered political action committee (PAC)?	501c3
Who are the event sponsors? Please describe the person or provide background information on the organization.	ATR
What is the relationship between the event host/organizer with the Department of the Interior?	N/A
Please include any business pending before the Department such as permits, contracts, litigation, grants, etc.?	

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What is the relationship between the event sponsor(s) with the Department of the Interior?	N/A
Does the event sponsor have any business pending before the Department such as permits, contracts, litigation, grants, etc.?	
Audience, Other Speakers, and Remarks	
Will the attendees represent a range of persons interested in a given matter? If Yes, what matter?	Broad spectrum center right issues.
Approximately how many people are expected to attend?	150
Describe the audience (local elected officials, community leaders, graduate students, University researchers, company accountants, members of a specific industry, etc.):	See above
Is the event open to the public? If not, who is invited?	No, See above
Are there any VIPs invited? If yes, who has confirmed?	Yes, if other VIPs confirm you will be informed—meeting is very fluid.
Who are the other speakers invited? Have they confirmed?	Broad range—have standing invitations.
Are there any specific issues you would like the Secretary to highlight/address in his remarks?	Best discussed with Jason Funes.
What is the desired format of his remarks (will he be delivering the keynote, sharing the stage, a panel, etc.)?	3-5mins—hand held mike.
What is the public registration/ticket fee to attend/participate in the event?	None.
Communications	
Is the event open or closed to press?	Closed
If open, are you expecting local, trade, state, or national news coverage?	N/A
If this is an annual event, which news outlets typically cover the event?	N/A
Will you be advertising or live streaming the event on any social media outlets? If yes, please explain.	N/A
Logistics/Other	
Please supply any other pertinent background information for the event (draft agendas, existing websites, confirmed and invited	

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speaker, if this is an annual event, can you share last year agenda etc.) :	
If the Secretary is not able to attend, is a surrogate desired? If yes, anyone specific?	
Any additional notes or information?	

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