

Millan Hupp, copied on this message, is our Director of Scheduling and Advance. She will be the main POC for this event. If you'd like to organize a call with her to discuss the below questions, I'm sure she'd be more than happy to do so.

Regarding the reception with the Boards from SIGMA and NATSO, we think that would be a great idea. You and Millan can discuss format on the call but we'll put on the calendar for 2PM that day.

Thank you and we look forward to it!

## **Hayley Ford**

Deputy White House Liaison

Office of the Administrator

Environmental Protection Agency

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**From:** Liz Menz [<mailto:lmenz@sigma.org>]

**Sent:** Thursday, October 5, 2017 5:13 PM

**To:** Ford, Hayley <[ford.hayley@epa.gov](mailto:ford.hayley@epa.gov)>

**Cc:** Hupp, Millan <[hupp.millan@epa.gov](mailto:hupp.millan@epa.gov)>; Ryan McNutt <[rmcnutt@sigma.org](mailto:rmcnutt@sigma.org)>; Cheryll Decker <[cdecker@sigma.org](mailto:cdecker@sigma.org)>; Amy Rider <[arider@sigma.org](mailto:arider@sigma.org)>

**Subject:** RE: SIGMA Invitation - Administrator Scott Pruitt

Hi Hayley,

Thank you again for all of your help in making this happen! Apologies for the length of this email, but I have tried to put together some comprehensive information for you, as well as ask a few questions.

My first question is – who will be our main contact for the event? Will we work with you, an event coordinator, or his chief of staff possibly?

My second – what is your preferred communication protocol? Do you prefer me as your main contact or going through other SIGMA staff that will be overseeing various aspects? Listed here are key SIGMA staff that will be working on the event. (all are copied on this email)

SIGMA CEO  
Meetings

SIGMA Director of Education

SIGMA Director of  
SIGMA Director of Communications

Ryan McNutt

Cheryll Decker

Amy Rider

Liz Menz

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202.650.7799

703.375.0481

703.375.0483 (cell 314.616.3907)

703.375.0485

*Responsible for hotel details on site in*

*Responsible for general session address, production*

*Chicago – security, greenroom, reception*

*details, and needs on stage*

*Responsible for announcements,*

*signage, and publications*

Following I have listed out the various details and questions that we pulled together in order to make things run smoothly for the Administrator's time with us.