

**To:** Hupp, Sydney[hupp.sydney@epa.gov]  
**From:** Jay Freede  
**Sent:** Mon 4/10/2017 9:24:24 PM  
**Subject:** NARO Convention  
EPA Administrator Pruitt Speaker Request Form copy.docx

Hello Sydney,

I have attached the requested EPA Speaker form below. I think when we spoke on Friday, we discussed the presentation format. After discussing it with my members, we have decided the best format will be as follows:

12:00 Seated Luncheon Begins (I will have a reserved table directly in front of the stage for Administrator Pruitt, Congressman Cole and Senator Lankford)

12:30 I will take the stage and introduce Tom Cole, who will deliver an approx. 10 min speech. When he is finished, I will thank him for speaking and he will return to the table.

We will do the same thing with Sen Lankford, followed by Administrator Pruitt, who will be our final speaker.

That should take us up to about 1:10, at which time I will give some closing remarks. If we need to go ahead and dismiss our special guests ahead of the members we certainly can.

I spoke with the Embassy Suites this morning and they gave me the two security contacts listed on the form. I let them know somebody will be contacting them for a walk-through in advance of the event.

Please let me know if you need any other details from me. I'm sure I'm forgetting something.

I did have a question as far as how many people will be traveling with Mr. Pruitt with regards to seating. I didn't know if the security detail will be seated or standing, and who I need to make seats for at the luncheon table with the Administrator.

Thanks,

Jay

**Deadline for Acceptance:**

**Event Title:**

2017 OK NARO Convention

**Speech Date:**

Friday April 21, 2017

**Is the Above Date Flexible:**

No

**Speech Time & Duration:**

12:00 PM to 1:15 PM

**Speaker Requested:**

Administrator Scott Pruitt

**Would You Consider a Surrogate:**

No

**Event Location:**

Embassy Suites by Hilton Norman Hotel & Conference Center

2501 Conference Dr, Norman, OK 73069

(405) 364-8040

Oklahoma E Ballroom

**Open Press/Closed Press:**

Open

**Is Event Webcast/Recorded/Transcribed:**

No

**Purpose of the Event:**

Luncheon

**Speech Topic:**

Any federal or state issues of particular interest to Oklahoma mineral owners

**Requested Presentation Format:**

Speech

**Dress Code:**

Business

**Speech/Presentation Duration:**

Approx. 10 minutes

**Teleprompter Available:**

No

**Microphone / Room Setup:**

Luncheon table will be directly in front of stage- 12' x 8' stage with podium and fixed mic.

**Event Sponsor:**

National Association of Royalty Owners- Oklahoma Chapter

**Relationship to the EPA:**

Oil and Gas/ Natural Resources

**Event Agenda/Program:**

12:00 PM Seated Luncheon begins

12:30 PM 10 min speeches from Rep. Cole, Sen. Lankford and Admin. Pruitt

1:10 PM Closing Remarks

1:15 PM Adjourn

**Honorable Guests Attending:**

Mrs. Josie Freede

**Notable Federal, State or Local**

**Appointed or Elected officials attending:**

Rep. Tom Cole, Sen. James Lankford, Comm. Dana Murphy

**Individual Introducing Administrator:**

Jay Freede / Agenda Chair and OK NARO Treasurer

**Person to contact for speechwriting purposes:**

Jay Freede/ Agenda Chair

[jay@freedeminerals.com](mailto:jay@freedeminerals.com)

405-401-5399

**Person to contact for media purposes:**

Cynthia Simonds / National Development Director- NARO

[csimonds@naro-us.org](mailto:csimonds@naro-us.org)

918-794-1660

918-695-1945

**Origin of Invitation:**

Jay Freede/ Agenda Chair OK NARO

[jay@freedeminerals.com](mailto:jay@freedeminerals.com)

405-401-5399

**Day of Event Point of Contact:**

Austin Spain / Director of Events and Logistics - Embassy Suites Norman Hotel and Conference Center

[austin.spain@jqh.com](mailto:austin.spain@jqh.com)

405-253-3572

**Security Contact:**

Casey Kittel / Assistant G.M. - Embassy Suites Norman Hotel and Conference Center  
casey.kittel@jqh.com  
405-253-3526

Is the organization or host of the event a registered 501(c)(3), (4), or has a 527 Political Action Committee (PAC): \_\_\_\_\_ Yes, Non Profit 501(c)\_\_\_\_\_

Will there be a presentation of a "gift" to the Administrator?  
\_\_\_\_\_ Yes \_\_\_\_\_

If so, what is the US currency value of the gift?  
\_\_\_\_\_ \$20 \_\_\_\_\_

Will a meal be provided, if so what is the US currency value?  
\_\_\_\_\_ \$29 \_\_\_\_\_

Please return this form completed to [scheduling@epa.gov](mailto:scheduling@epa.gov) and Sydney Hupp ([hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)).