

To: Ford, Hayley[ford.hayley@epa.gov]
Cc: Jeff Lambert[jlambert@alec.org]; Wilhelm Meierling[wmeierling@alec.org]; Ferguson, Lincoln[ferguson.lincoln@epa.gov]; Hupp, Millan[hupp.millan@epa.gov];

Personal Email/Ex. 6

From: Courtney Cook
Sent: Tue 11/21/2017 4:51:20 AM
Subject: RE: Pruitt Invite - SNPS 17
[SNPS 17 - Omni Hotel Floor Plans.pdf](#)
[SNPS 2017 - Speaker Topic Information.pdf](#)
[SNPS 17 - Agenda - v4 - Public.pdf](#)
[SNPS 17 - ALEC - VIP Speaker Form.pdf](#)

Hi Hayley –

Thanks so much for reaching out and letting me know! As we like to save our keynote speakers for the end of our program, we currently have him slotted for the 1:20 PM – 1:50 PM portion of the program. The **Friday Lunch Session** will start at 12:30 PM on **December 8**. We recommend he arrive at the **Broadway Ballroom (A – F)** of the Omni Nashville at **12:15 PM** to run through any details of the program.

I have attached a few items for our meeting that I hope you find helpful. Also, I have listed a few questions below that will help me in planning for his attendance. Can you please answer these ASAP? Attached is our speaker form if that is easier for you or your team. If needed, I am happy to hop on a call to chat through these details.

Information Needed:

1. Contact for Day-of-Event?
2. Will he need transportation to the hotel? If so, please provide flight information.
3. Will he need to stay overnight at the Omni Nashville? If so, please provide his arrival and departure dates.
4. For the program, would you like our team to come up with questions for Cleta and Administrator Pruitt?

Items attached:

- Omni Nashville Floor Plan
- Speaker Topic Information – “Fun Facts” about ALEC
- ALEC Agenda

ALEC Staff CC'd: (best way of contact is through email)

- Bill Meierling - ALEC Speech and Media Contact

I have also cc'd our Director of Security, Jeff Lathan (Personal Email/Ex. 6). He will be in touch to help with any security needs there might be. Please feel free to contact Jeff Lathan (Personal Phone/Ex. 6) when he arrives onsite at the Omni Nashville. My cell is (Personal Phone/Ex. 6) if needed.

If you have any additional questions, please let me know. Happy to help!

Best,

Courtney

Courtney Cook, CMP

Director of Events

571-482-5003

ccook@alec.org

2900 Crystal Drive, Sixth Floor
Arlington, VA 22202



Upcoming Meetings:

2017 States and Nation Policy Summit – December 6 - 8, 2017 – Nashville, Tennessee

2018 Spring Task Force Summit – April 27, 2018 – Grand Rapids, Michigan

2018 Annual Meeting – August 8 - 10, 2018 – New Orleans, Louisiana

The American Legislative Exchange Council is a 501(c)3 nonprofit organization and is the largest nonpartisan, voluntary membership organization of state legislators in the United States dedicated to the principles of limited government, free markets and federalism. The Council is governed by state legislators who comprise the National Board of Legislators and is advised by the Private Enterprise Advisory Council, a group of private, foundation and think tank members.

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From: Ford, Hayley [mailto:ford.hayley@epa.gov]

Sent: Monday, November 20, 2017 3:31 PM

To: Courtney Cook <ccook@alec.org>

Cc: Jeff Lambert <jlambert@alec.org>; Marie Vulaj <mvulaj@alec.org>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Hupp, Millan <hupp.millan@epa.gov>

Subject: RE: Pruitt Invite - SNPS 17

Hi Courtney,

Lincoln Ferguson has been working directly with Cleta Mitchell on the ALEC speaking engagement. I understand the time slot is 12:30-2PM. Can Administrator Pruitt go on shortly after the 12:30PM start time for his portion of the program? Please let us know the exact times you would want him there so that we can plan his travel accordingly.

Thank you and we look forward to it!

Hayley Ford

Deputy White House Liaison and Personal Aide to the Administrator

Environmental Protection Agency

ford.hayley@epa.gov

Phone: 202-564-2022

Cell: 202-306-1296

From: Courtney Cook [<mailto:ccook@alec.org>]
Sent: Friday, November 3, 2017 5:34 PM
To: Ferguson, Lincoln <ferguson.lincoln@epa.gov>
Cc: Ford, Hayley <ford.hayley@epa.gov>; Jeff Lambert <jlambert@alec.org>; Marie Vulaj <mvulaj@alec.org>
Subject: RE: Pruitt Invite - SNPS 17

Hi Lincoln –

This is wonderful! We are so excited to confirm and have him address our attendees on Friday at our lunch session!

I would like to include his headshot and bio in our on-site materials. As we are starting the production of these next week, are you ok with me pulling these from your website? As we spoke about, this will be the only promotion for his attendance.

For the fireside chat, our team is brainstorming a good moderator for this and I will be in touch with information on this. I have attached our speaker logistics form. If you could have someone fill this out and return it to me when the information is available, that would be very helpful. I am also happy to connect our security teams to work on any security logistics.

Thank you again! This is a great way to end the week! If there is anything you need from me,

please let me know. Happy to hep!

Best,

Courtney

Courtney Cook, CMP

Director of Events

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From: Ferguson, Lincoln [<mailto:ferguson.lincoln@epa.gov>]
Sent: Friday, November 03, 2017 1:15 PM
To: Courtney Cook <ccook@alec.org>
Cc: Ford, Hayley <ford.hayley@epa.gov>; Jeff Lambert <jlambert@alec.org>; Marie Vulaj <mvulaj@alec.org>
Subject: Re: Pruitt Invite - SNPS 17

Good afternoon Courtney-

We are excited to confirm Administrator Pruitt's attendance at SNPS 17. Can we confirm the FRIDAY lunch slot for his fireside chat?

Thanks for your flexibility with us.

Sent from my iPhone

On Nov 3, 2017, at 2:10 PM, Courtney Cook <ccook@alec.org> wrote:

Hi Hayley & Lincoln –

Hope you are both doing well! I wanted to check-in with you and see if there is an update on the status of our invitation to Administrator Pruitt. Lincoln, it was great speaking with you on Wednesday and I hope I was able to give you a better idea about our sessions.

We really appreciate all the effort you have both put into making our event work with his schedule. If I can help in any way, please let me know.

Best,

Courtney

Courtney Cook, CMP

Director of Events

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<image002.png>

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From: CMitchell@foley.com [<mailto:CMitchell@foley.com>]

Sent: Thursday, October 19, 2017 4:11 PM

To: Ford, Hayley (ford.hayley@epa.gov) <ford.hayley@epa.gov>

Cc: Courtney Cook <ccook@alec.org>; ferguson.lincoln@epa.gov
Subject: Pruitt Invite - SNPS 17

Hayley – here is the original letter. I’m copying Courtney as well so she can respond more directly to the form, etc.

Thanks so much! Cleta

Cleta Mitchell
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