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Cc: Caroline Boulton <caroline_boulton@ios.doi.gov>, Scheduling SIO
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Subject: Secretary Zinke's schedule ...

Date: Wed, 01 Nov 2017 16:34:36 +0000

Importance: Normal

Attachments: Event_Proposal_Information_Form.docx

Dear Anna,

I manage Secretary Zinke's schedule. I understand you may have invited him to speak at your annual meeting in Las Vegas in January. I haven't received an invitation. Do you mind filling out the attached speaking request form to help me learn more about the event and your request.

Thank you!

Leila

*Leila Sepehri Getto
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Event Proposal Information Form

***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:

Title of the Event:

Date of Event:

Location:

Point of Contact(s):

Briefly describe the event in detail, and the desired outcome of the Secretary's participation (is this an annual event or part of a breakout session):

Who is the event sponsors:

Who is the event host:

Audience (expected attendance and makeup of the attendees):

How is this event being advertised (i.e. is it open to the public, members only, etc.)?

VIPs invited:

VIPs confirmed:

Remarks (if applicable)

Desired length of time for remarks:

Are there any specific issues you would like the Secretary to highlight/address in his remarks?

What is the desired format of his remarks (will he be delivering the keynote, sharing the stage, a panel, etc.)?

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Communications

Is the event open or closed to press?

If open to press, are you expecting local, trade, state, or national news coverage? If this is an annual event, which news outlets typically cover the event?

For remarks and press (if applicable), please check all that apply:

- ☐ **Podium available**
- ☐ **Microphone available**

Will you be advertising or streaming the event live or taped on any social media outlets? If yes, how?

Logistics/Other

Please supply all pertinent background information for the event (draft agendas, existing websites, confirmed and invited speaker, if this is an annual event, can you share last year agenda etc.):

What is the attire of the event (business, casual)?

If the Secretary is not able to attend, is a surrogate desired? If yes, who specifically?

Any additional notes or information?

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