

To: Kuhn, Lauren[Lauren.Kuhn@heritage.org]
Cc: Ford, Hayley[ford.hayley@epa.gov]; Dickerson, Aaron[dickerson.aaron@epa.gov]; Graham, Amy[graham.amy@epa.gov]; McMurray, Forrest[mcmurray.forrest@epa.gov]
From: Hupp, Millan
Sent: Sat 9/9/2017 3:42:59 PM
Subject: Re: Follow up to your invitation for Administrator Pruitt

Lauren,

Thank you so much for accommodating us and for your patience. The luncheon address sounds wonderful and he was humbled when he heard that you all had been so kind as to extend an invitation to speak.

FORMAT: He really enjoys the fireside chat format.

Q&A: The notecard option would be best if we can arrange it that way.

Length: The former is great.

Schedule: Your preference works for us. He typically does not eat so we may have him arrive as they are finishing up. Although, if he were seated with folks with whom you would like for him to interact, we can arrange for him to be there in time for the meal.

Press: I will defer to our press team, Amy Graham, copied on this email.

Millan Hupp

Director of Scheduling and Advance

Office of the Administrator, EPA
202.380.7561 hupp.millan@epa.gov

From: Kuhn, Lauren <Lauren.Kuhn@heritage.org>
Sent: Friday, September 8, 2017 12:05:59 PM
To: Hupp, Millan
Cc: Ford, Hayley; Dickerson, Aaron
Subject: RE: Follow up to your invitation for Administrator Pruitt

Millan,

Wonderful! Thank you so much.

I think the luncheon address would be perfect for the Administrator.

A few quick logistics items:

- **FORMAT:** We can do a stand alone speech or interview style- whichever is his preference.
- **Q&A:** Is this something Mr. Pruitt would be willing to do? We can do live mic Q&A or could run this aspect where guests pen their questions on notecards/text them in and we sort and filter what is asked
- **LENGTH:** Typically the flow is 15 minutes of remarks/interview and 25 minutes of Q&A or 20 minutes of remarks/interview and 25 minutes of Q&A
- **SCHEDULE:** Our preference would be to do meal first, then remarks and Q and A. If that does not work with his schedule we can switch and do remarks and Q&A first – we've had to do this with Congressional votes so we can certainly adjust.
- **PRESS:** Would you like this to be opened to the press or closed? If open, are you comfortable with us utilizing Facebook Live during his remarks?

I look forward to working with you and Administrator Pruitt's team on this!

Lauren

Lauren Volpe Kuhn
Senior Event Planner
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From: Hupp, Millan [<mailto:hupp.millan@epa.gov>]
Sent: Friday, September 8, 2017 10:18 AM
To: Kuhn, Lauren <Lauren.Kuhn@heritage.org>
Cc: Ford, Hayley <ford.hayley@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: Re: Follow up to your invitation for Administrator Pruitt

Lauren -- we would like to confirm this event for October 17th. Are both the noon slot and 4PM slot still available? If so, which would you suggest for us?

Thank you so much,

Millan Hupp

Sent from my iPhone

On Sep 5, 2017, at 3:30 PM, Kuhn, Lauren <Lauren.Kuhn@heritage.org> wrote:

Millan,

I'll give you a call on the cell below shortly.

Thanks

Lauren Volpe Kuhn
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From: Hupp, Millan [<mailto:hupp.millan@epa.gov>]

Sent: Tuesday, September 5, 2017 4:13 PM
To: Kuhn, Lauren <Lauren.Kuhn@heritage.org>
Cc: Ford, Hayley <ford.hayley@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Follow up to your invitation for Administrator Pruitt

Lauren – are you available at 4:30 ET?

Millan Hupp

Director of Scheduling and Advance

Office of the Administrator

Cell: 202.380.7561 Email: hupp.millan@epa.gov

From: Kuhn, Lauren [<mailto:Lauren.Kuhn@heritage.org>]
Sent: Tuesday, September 5, 2017 2:15 PM
To: Hupp, Millan <hupp.millan@epa.gov>
Cc: Ford, Hayley <ford.hayley@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Follow up to your invitation for Administrator Pruitt

Millan,

Thank you for reaching out. At this time we have not heard from anyone on the Administrator's team.

Would you have availability to discuss the possibility of his participation this afternoon? I can provide a bit more context about the conference and let you know where the agenda currently stands.

Please let me know. Thank you,

Lauren

Lauren Volpe Kuhn
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From: Hupp, Millan [<mailto:hupp.millan@epa.gov>]
Sent: Tuesday, September 5, 2017 1:20 PM
To: Kuhn, Lauren <Lauren.Kuhn@heritage.org>
Cc: Ford, Hayley <ford.hayley@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: Follow up to your invitation for Administrator Pruitt

Lauren,

Good afternoon to you. I am following up on an invitation by the Heritage Foundation for Administrator Pruitt to serve as the keynote at the President's Club Meeting on October 17th. We have had a couple of changes in personnel so we wanted to ensure we responded to you on this. At your convenience, could you kindly respond letting me know if anyone from our team has contacted you regarding this invitation?

Thank you so much,

Millan Hupp

Director of Scheduling and Advance

Office of the Administrator

Cell: 202.380.7561 Email: hupp.millan@epa.gov