

To: [Redacted] **Personal Phone/Ex. 6**
Cc: Hale, Michelle[hale.michelle@epa.gov]; Hupp, Millan[hupp.millan@epa.gov]; Dickerson, Aaron[dickerson.aaron@epa.gov]
From: Hupp, Sydney
Sent: Thur 3/16/2017 6:34:57 PM
Subject: ACYPL Honors Event
[Pruitt request.pdf](#)
[Event Request Form.docx](#)

Hi Rick,

Great to see your name in my email! Michelle forwarded on to me the ACYPL invite (I am handling scheduling for Administrator Pruitt these days). This definitely looks like something we would want to get on the schedule. Would you mind sending the attached event form on to be filled out so that I can discuss with our scheduling team next week? We are trying to streamline the scheduling process a little bit since we are getting so many requests. Thank you so much in advance!

Best,

Sydney Hupp

**Event Request Form for
Administrator E. Scott Pruitt**

U.S. Environmental Protection Agency

To request the Administrator to attend and/or speak at your event, please complete and submit the following form.

Group:

Name of Event:

Date of Event:

Type of Event (banquet, lecture, panel discussion, etc.):

Role of the Administrator:

Approximate time will the Administrator's Remarks Begin (example 9:00 am):

Expected length of the Administrator's remarks:

Will there be Q&A? If so, for how long and who from? Ex: press, attendees:

Event begins (example 9:00 am):

Event ends (example 9:00 am):

Event address (*please include room name or number if applicable*):

Will there be a hold room for the Administrator? (please include room name and/or number):

Please list the name and title of the individual who will introduce the Administrator:

Approximate size of the audience. Please also include a brief description of the makeup of the audience (*attorneys, business owners, veterans, students etc.*):

Please indicate your request for the topic of the Administrator's remarks, if applicable:

Please list any special guests, elected officials, or other dignitaries who are invited or are expected to attend:

Please list any other speakers at this event:

Is this event open to the media?:

Please list a point of contact for the day of the event, including a cell phone number and e-mail address for the contact:

If applicable, please list the name(s) and contact information of the person(s) who will greet the Administrator upon arrival, including a cell phone number and e-mail address for each contact:

Please list any special information or directions, such as ongoing construction, specific points of entry, or parking instructions, about the event or location:

Please list below any other relevant information such as agendas, background information or other relevant information about the event. (*Information may also be attached and submitted with this form.*)

Please include a contact number for the event location:

Please indicate whether this event is held weekly, monthly or annually:

Please indicate the attire for this event (*business, formal, casual, etc.*):

Please list any agencies, businesses, schools or universities, or other organizations that may be sponsoring or co-sponsoring this event:

Please provide the security contact if contracted or head of security for event location:



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March 14, 2017

The Honorable Scott Pruitt
Administrator
Environmental Protection Agency

Dear Administrator Pruitt:

On behalf of the American Council of Young Political Leaders (ACYPL), I am writing to formally request the pleasure of honoring you at the 2017 Honors Evening, which will take place on Wednesday, September 13, 2017 from 6-8pm in Washington, DC. ACYPL Board President Rick Smotkin mentioned that he has spoken to you regarding this invitation and that you are supportive.

As an alumnus and supporter of our programs, you know first-hand the important role that ACYPL serves in promoting mutual understanding, respect, and friendship and cultivating long lasting relationships among young people poised to become tomorrow's leaders. At a time when our national and international conversations have become more polarized, ACYPL's ability to create opportunities for open, respectful dialogue among young Democrats, Republicans, and Independents from across the United States and their peers around the world has never been more valuable.

The Honors Evening will be an occasion to recognize the important role you have played in supporting ACYPL's mission and I hope you will join ACYPL trustees and fellow alumni, members of Congress, our corporate and labor partners, and members of the Diplomatic corps in allowing us the honor of publicly recognizing your contributions to ACYPL and the country.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Libby Rosenbaum", with a long horizontal flourish extending to the right.

Libby Rosenbaum
CEO, ACYPL