

To: [Personal Email/Ex. 6]
Cc: Dickerson, Aaron[dickerson.aaron@epa.gov]; Hupp, Millan[hupp.millan@epa.gov]
From: Ford, Hayley
Sent: Thur 9/7/2017 3:35:29 PM
Subject: RE: Lincoln Clubs Oct D.C. Trip
EPA Administrator Pruitt Speaker Request Form.docx

Hello John,

I wanted to follow up with your below request and I apologize that it has taken some time for us to get back to you. I will be taking over the scheduling for this request moving forward. Could you please complete the attached speaking request form for this event with as much information as you can provide? Since you are flexible on the meeting, some of the information might not apply and so feel free to indicate that. We will then look at the schedule and try to make it work.

I look forward to hearing from you and hope to make this meeting happen!

Hayley Ford

Deputy White House Liaison

Office of the Administrator

Environmental Protection Agency

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On Aug 18, 2017, at 6:51 PM, John Warner [Personal Email/Ex. 6] wrote:

Hi, Tate,

Everyone was so disappointed that Administrator Pruitt had to cancel his trip to CA this week. We do wish him a speedy recovery from his knee surgery. I know what that's like.

I wanted to make you aware that approximately 100 members of the four California Lincoln Clubs will be together in Washington DC, October 4, 5,6 for our biennial trip.

During this trip we schedule pretty much nonstop meetings and meal events with many of our most important government officials.

On behalf of the Lincoln Clubs of CA, I would like to extend a formal invitation to Scott to address the group, preferably at a meal time, breakfast, lunch or dinner. But we could easily schedule something anytime of day.

Again, we will be in DC all day Oct 4,5,6. (Tues, Wed, Thurs).

We hope Administrator Pruitt will have the time to visit with us.

Best Regards,

John Warner

President

Lincoln Club

Orange County CA

Tulsa Univ '69

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Sent from my iPhone



ADMINISTRATOR SCOTT PRUITT EVENT REQUEST FORM U.S. Environmental Protection Agency

Deadline for Acceptance: _____

Requesting Individual / Affiliation: _____

Event Title: _____

Event Date: _____

Is the Above Date Flexible: _____

Event Time & Duration: _____

Type of Event: Reception, Conference, etc

Purpose of the Event: Brief Description

Role of the Administrator: E.g., speaking engagement, keynote, panel, roundtable, attendance

Requested Presentation Topic, if Speaking Involved: _____

Requested Presentation Format: Keynote, Panel, Q&A, Introduction, etc.

Speech/Presentation Duration: Length of Remarks

Would You Consider a Surrogate: _____

Event Location: Location Name
Street Address, City, State, Zip
Location Telephone Number
Room Name/Number

Event Audience: Size of audience and brief description. E.g., 100 in attendance made up of attorneys, business owners, students, industry, employees, etc.

Event Host(s)/Organizer(s): List all hosts organizing the event

Host(s)' Relationship to EPA: _____



Run of Show/ Agenda:

Provide full agenda of the event, including events immediately following the Administrator speaking.

ADMINISTRATOR SCOTT FRUIT EVENT REQUEST FORM

Is there a Hold Room Available for the Administrator?

Open Press/Closed Press?

Dress Code:

Casual/Business/Black Tie Optional/Black Tie/Etc.

Teleprompter Available:

Microphone / Room Setup:

What kind of microphone will be used? What is the room setup?

Honorable Guests Attending:

Name & Title

Notable Federal, State or Local Appointed or Elected officials attending:

Name & Title

Individual Introducing Administrator:

Name & Title

Person to contact for media purposes:

Name & Title; Email; Office Number, Cell Number

Is this event held Weekly, Monthly, Annually?

Day of Event Point of Contact:

Name & Title; Email; Office Number, Cell Number

Security Contact:

Name & Title; Email; Office Number, Cell Number

Suggested Entrance/ Exit to Event Venue:

Is the host of the event a registered 501(c)(3), (4), or has a 527 Political Action Committee (PAC):

Will there be a "gift" presented to the Administrator? If so, what is the US currency value of the gift?

Will a meal be provided, if so what is the US currency value?

Please return this form completed to scheduling@epa.gov and Aaron Dickerson at dickerson.aaron@epa.gov