

To: Davis, Gail[Davis.Gail@epa.gov]
Cc: Hupp, Millan[hupp.millan@epa.gov]
From: Legas, Alexa
Sent: Mon 5/15/2017 6:18:36 PM
Subject: RE: Follow-Up Items for Administrator Pruitt

Hi Gail,

We should have a copy of this later this week. Once we receive that, I will send that your way.

Jessica's last day with us was Friday, so if you need anything or have questions, I am here to assist you.

Thank you,

Alexa

Alexa Legas
Event Coordinator
The Heritage Foundation
214 Massachusetts Avenue, NE
Washington, DC 20002
202-608-6223
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From: Davis, Gail [mailto:Davis.Gail@epa.gov]
Sent: Monday, May 15, 2017 11:13 AM
To: Larsen, Jessica <Jessica.Larsen@heritage.org>
Cc: Hupp, Millan <hupp.millan@epa.gov>
Subject: RE: Follow-Up Items for Administrator Pruitt

Hi Jessica, hope all is well. Would you be able to send me a copy of the Administrator's final receipt for Colorado Springs or if not if you could provide me with the accounting department for the Hotel and I could call to get it. Thanks and have a great day!

From: Larsen, Jessica [<mailto:Jessica.Larsen@heritage.org>]
Sent: Friday, May 05, 2017 1:11 PM
To: Hupp, Millan <hupp.millan@epa.gov>
Cc: Davis, Gail <Davis.Gail@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>
Subject: RE: Follow-Up Items for Administrator Pruitt

Hi Millan,

Please see below for confirmed hotel reservations:

PRUITT	SCOTT	HBB6V	5/11/2017	5/12/2017
FERGUSON	LINCOLN	KKNLH	5/11/2017	5/12/2017
Personal Security Detail/Ex. 6/Ex. 7C/Ex. 7E/Ex. 7F		KPJCS	5/11/2017	5/12/2017
Personal Security Detail/Ex. 6/Ex. 7C/Ex. 7E/Ex. 7F		DQNGH	5/10/2017	5/12/2017
Personal Security Detail/Ex. 6/Ex. 7C/Ex. 7E/Ex. 7F		VFYL3	5/10/2017	5/12/2017
HUPP	MILLAN	YWWZ2	5/10/2017	5/12/2017
PRUITT	TBD	MGV2Z	5/10/2017	5/12/2017

The red column are confirmation numbers. Can you let us know who the TBD will be as soon as possible? Let me know if you have any questions or concerns.

Sincerely,

Jessica

Jessica Larsen
Event Planner
The Heritage Foundation
214 Massachusetts Avenue, NE
Washington, DC 20002

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From: Hupp, Millan [<mailto:hupp.millan@epa.gov>]
Sent: Thursday, May 4, 2017 3:41 PM
To: Larsen, Jessica <Jessica.Larsen@heritage.org>
Cc: Davis, Gail <Davis.Gail@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>
Subject: RE: Follow-Up Items for Administrator Pruitt

Jessica,

Yes, I am so sorry! I am also copying our travel coordinator as she may want to work with you on this. Just as a reminder, the rate was \$240/nt?

The rooms are as follows..

E. Scott Pruitt – March 11 - 12

Lincoln Ferguson – March 11 - 12

Personal Security Detail/Ex. 6/Ex. 7C/Ex. 7E/Ex. 7F – March 11 – 12

Personal Security Detail/Ex. 6/Ex. 7C/Ex. 7E/Ex. 7F March 10 - 12

Personal Security Detail/Ex. 6/Ex. 7C/Ex. 7E/Ex. 7F March 10 - 12

Millan Hupp – March 10 – 12

Extra room – Marc 10 -12 : someone will be in this room, we just don't have the name yet

Could you also kindly send confirmation numbers once you have them?

Thank you so much,

Millan

From: Larsen, Jessica [<mailto:Jessica.Larsen@heritage.org>]

Sent: Thursday, May 4, 2017 2:27 PM
To: Hupp, Millan <hupp.millan@epa.gov>
Subject: RE: Follow-Up Items for Administrator Pruitt
Importance: High

Hi Millan,

Following up again on your hotel room needs so we can try to get everyone what they need. Can you possibly send these to me today? Thank you!

Sincerely,

Jessica

Jessica Larsen
Event Planner
The Heritage Foundation
214 Massachusetts Avenue, NE
Washington, DC 20002
heritage.org

From: Larsen, Jessica
Sent: Wednesday, May 3, 2017 5:03 PM
To: 'hupp.millan@epa.gov' <hupp.millan@epa.gov>
Subject: Follow-Up Items for Administrator Pruitt

Hello Millan,

Thank you so much for your time today on our call. Here are the follow-up items we discussed:

1. The program director is working on an overview of the talk he is giving now and I will pass it along to you as soon as I have it
2. As mentioned on the call, both the Administrator and Rep. Jim Jordan will be speaking during the dinner program
3. Our complete program agenda can be found here: <https://www.rb2017.org/index/agenda>
4. Mr. Meese will not be in attendance this year
5. We will send you the list of guests as his table as soon as we confirm them

The items you will send me once you have them available:

1. The names and hotel dates of the Administrator's staff
2. The confirmed date/time of the walk through with his advance team
3. Additional item: can you please have all staff attending Resource Bank with the Administrator register using this link by COB tomorrow:
https://www.rb2017.org/index/begin?reg_type_id=9717

Let me know if you have any additional questions or concerns. Thank you!

Jessica