

**To:** Hupp, Sydney[hupp.sydney@epa.gov]; scheduling[scheduling@epa.gov]  
**Cc:** michael Hayes[mth@tommyfranks.com]  
**From:** Michael Hayes  
**Sent:** Tue 5/30/2017 8:07:21 PM  
**Subject:** RE: Follow up, Gen Franks request - completed scheduling form  
EPA Administrator Pruitt Speaker Request Form.docx

Team - here is the requested scheduling form. After your review, let me know if I need to clarify anything.  
I would like to discuss Gen Franks request with your Chief of Staff. Thanks  
Michael Hayes  
Col, ret

Cell: Personal Phone/Ex. 6

-----Original Message-----

**From:** Hupp, Sydney [mailto:hupp.sydney@epa.gov]  
**Sent:** Tuesday, May 30, 2017 2:33 PM  
**To:** Michael Hayes  
**Subject:** RE: Follow up, Gen Franks request

Thank you! Let me check with his scheduler. What is the topic of the discussion?

Thanks!

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Sydney Hupp  
Executive Scheduler  
Office of the Administrator  
202.816.1659 (c)

-----Original Message-----

**From:** Michael Hayes [mailto:mth@tommyfranks.com]  
**Sent:** Tuesday, May 30, 2017 3:30 PM  
**To:** Hupp, Sydney <hupp.sydney@epa.gov>  
**Subject:** RE: Follow up, Gen Franks request

Ma'am -- thanks for the note. I will send the completed form asap. I would be glad to talk to the COS. When best time? Thanks Michael Hayes Col, ret  
Chief of Staff

-----Original Message-----

**From:** Hupp, Sydney [mailto:hupp.sydney@epa.gov]  
**Sent:** Tuesday, May 30, 2017 2:26 PM  
**To:** Mth  
**Subject:** RE: Follow up, Gen Franks request

Good afternoon,

We likely won't be able to make the call happen before he leaves. What is the topic of the call? Perhaps he can talk to our Chief of Staff. As for the banquet, we would be happy to participate if the schedule allows! The scheduling team is supposed to get together this evening to discuss July travel. In the interim, would you mind filling out the attached so we have all necessary details?

Thank you!

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Sydney Hupp  
Executive Scheduler  
Office of the Administrator  
202.816.1659 (c)

-----Original Message-----

From: Mth [mailto:mth@tommyfranks.com]  
Sent: Tuesday, May 30, 2017 10:33 AM  
To: Hupp, Sydney <hupp.sydney@epa.gov>  
Subject: Follow up, Gen Franks request

Good morning. Two things. Is Mr Pruitt able to talk to Gen Franks next few days? Also is his schedule open for 13 July to speak in OKC? Thanks

M.T. Hayes



**ADMINISTRATOR PRUITT SPEAKER REQUEST FORM**  
**U.S. Environmental Protection Agency**

**Deadline for Acceptance:** 5 June 2017

**Event Title:** 4 Star Leadership Awards Banquet

**Speech Date:** Thursday 13 July 2017

**Is the Above Date Flexible:** No

**Speech Time & Duration:** 7:20 – 7:45 PM

**Speaker Requested:** Administrator Scott Pruitt

**Would You Consider a Surrogate:** No

**Event Location:** Oklahoma Christian University, Gaylord Hall  
2501 E Memorial Rd  
Edmond, OK 73013  
405-425-6300

**Open Press/Closed Press:** open

**Is Event Webcast/Recorded/Transcribed:** Yes (for internal use only)

**Purpose of the Event:** To recognize the 2017 4 Star Leadership class and present 6 college scholarships to winners in 4 categories

**Speech Topic:** Will discuss the details, but focus on leadership, teamwork, overcoming adversity, and how to make a difference as a young leader

**Requested Presentation Format:** Keynote.

**Dress Code:** Business suit  
20 min remarks, 10 min Q&A

**Speech/Presentation Duration:** \_\_\_\_\_

**Teleprompter Available:** no

**Microphone / Room Setup:** Lapel mic. Conf room with 37 round table (300 folks attending)

**Event Sponsor:** Gen Franks Leadership Institute and Oklahoma Christian University

**Relationship to the EPA:** No formal relationship with EPA, but an Oklahoma connection between Mr Pruitt and Gen Franks

**Event Agenda/Program:** 6:30 pm event starts  
6:40 dinner begins  
7:00 Comments by Gen Franks  
7:10 student speeches  
7:20 Key note  
7:50 scholarships presented  
8:15 event concludes



**ADMINISTRATOR PRUITT SPEAKER REQUEST FORM**  
**U.S. Environmental Protection Agency**

**Honorable Guests Attending:** Will not know until closer to the event

**Notable Federal, State or Local Appointed or Elected officials attending:** Will not know until closer to the event

**Individual Introducing Administrator:** D'Lese Travis, Executive Director Gen Franks Leadership Institute

**Person to contact for speechwriting purposes:** Michael Hayes, Col ret. Chief of Staff for Gen Tommy Franks  
mth@tommyfranks.com  
580-639-2526  
813-541-4471 (best)

**Person to contact for media purposes:** D'Lese Travis, Executive Director  
dlese@tommyfranksmuseum.org  
580-727-5900  
580-819-0984

**Origin of Invitation:** General Tommy Franks  
admin@tommyfranks.com  
580-639-2526  
813-541-4471

D'Lese Travis, Executive Director  
dlese@tommyfranksmuseum.org  
580-727-5900  
580-819-0984

**Day of Event Point of Contact:** \_\_\_\_\_

**Security Contact:** D'Lese Travis, Executive Director  
dlese@tommyfranksmuseum.org  
580-727-5900  
580-819-0984

**Is the organization or host of the event a registered 501(c)(3), (4), or has a 527 Political Action Committee (PAC):** We are a 501C3 organization

**Will there be a presentation of a "gift" to the Administrator?** Yes,

**If so, what is the US currency value of the gift?** \$50

**Will a meal be provided, if so what is the US currency value?** yes, \$35

**Please return this form completed to [scheduling@epa.gov](mailto:scheduling@epa.gov) and Sydney Hupp ([hupp.sydnev@epa.gov](mailto:hupp.sydnev@epa.gov)).**