

To: Hupp, Sydney[hupp.sydney@epa.gov]
Cc: Dickerson, Aaron[dickerson.aaron@epa.gov]; scheduling[scheduling@epa.gov]
From: Claire Killen
Sent: Thur 4/27/2017 3:06:35 PM
Subject: RE: Speaking Request for Administrator Pruitt
EPA Administrator Pruitt Speaker Request Form.docx

Good morning, Sydney,

Please find speaking request form attached.

Let me know if you have any questions.

Thank you for your consideration!

Claire Killen

Executive Assistant to Stephen Waguespack

Special Projects Manager

Louisiana Association of Business and Industry (LABI)

O: 225-215-6643

C: 601-624-8874

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]
Sent: Thursday, April 20, 2017 3:02 PM
To: Claire Killen <clairek@labi.org>
Cc: Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Speaking Request for Administrator Pruitt

Hi Claire,

Thank you for following up! To be completely honest it'll be a few weeks before we are looking at the September schedule. I'm sorry for the delay! In the interim period, would you mind filling out the attached for ease of scheduling on our end? It helps the process. Please let me know if you have any questions!

Thank you!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

From: Claire Killen [<mailto:clairek@labi.org>]
Sent: Wednesday, April 19, 2017 2:00 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Speaking Request for Administrator Pruitt

Hi Sydney,

Just following up on the email below and attached letter inviting Administrator Pruitt to address the Louisiana Association of Business & Industry in Washington DC on September 12 or 13.

Please let me know if you have any questions.

Thanks!

Claire Killen

Executive Assistant to Stephen Waguespack

Special Projects Manager

Louisiana Association of Business and Industry (LABI)

O: 225-215-6643

C: 601-624-8874

From: Claire Killen

Sent: Tuesday, April 04, 2017 2:14 PM

To: 'hupp.sydney@epa.gov' <hupp.sydney@epa.gov>

Subject: Speaking Request for Administrator Pruitt

Good afternoon, Sydney,

My name is Claire Killen, and I am with the Louisiana Association of Business & Industry. We are currently planning our fourth annual Federal Outreach Tour for September 12 & 13 in Washington, D.C.

Please find a letter attached respectfully requesting Administrator Pruitt to join us for either a dinner or breakfast—whichever may work best for his schedule.

If you should have any questions, please do not hesitate to contact me. I look forward to hearing from you.

Thanks!

Claire Killen

Executive Assistant to Stephen Waguespack

Special Projects Manager

Louisiana Association of Business and Industry (LABI)

O: 225-215-6643

C: 601-624-8874



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

Deadline for Acceptance: August 1, 2017

Event Title: Louisiana Association of Business & Industry (LABI)'s Federal Outreach Tour

Speech Date: September 13, 2017

Is the Above Date Flexible: No

Speech Time & Duration: Two options – 9:00am Breakfast OR 7:00pm Dinner / Duration – 1hour

Speaker Requested: Administrator Scott Pruitt

Would You Consider a Surrogate: Possibly

Event Location: Breakfast – Trump Hotel
1100 Pennsylvania Ave NW, Washington, DC 20004
(202) 695-1100
Franklin Study
Dinner –Joe's Stone Crab
750 15th St NW, Washington, DC 20005
(202) 489-0140
Gigi South

Open Press/Closed Press: Closed

Is Event Webcast/Recorded/Transcribed: No

Purpose of the Event: LABI's Fourth Annual Federal Outreach Tour

Speech Topic: Learn more about the impact of EPA and status of regulations from Administrator Pruitt's perspective.

Requested Presentation Format: Keynote w Q&A

Dress Code: Business

Speech/Presentation Duration: 30-45 minutes with Q&A

Teleprompter Available: No

Microphone / Room Setup: Can provide a/v if necessary / private room with 35 people max

Event Sponsor: Louisiana Association of Business and Industry (LABI) – the state affiliate of the US Chamber and the NAM

Relationship to the EPA: n/a

Event Agenda/Program: Keynote with Q&A (private gathering)



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

Honorable Guests Attending: _____

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

Individual Introducing Administrator: Stephen Waguespack, LABI's President & CEO

Person to contact for speechwriting purposes: Camille Conaway
cpconaway@labi.org
225-928-5388
225-620-5711

Person to contact for media purposes: n/a

Origin of Invitation: _____

Day of Event Point of Contact: Claire Killen
clairek@labi.org
225-215-6643
601-624-8874

Security Contact: Claire Killen
clairek@labi.org
225-215-6643
601-624-8874

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

501(c)(6) _____

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

No _____

If so, what is the US currency value of the gift?

_n/a _____

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

\$79.95 _____
currency value?

Please return this form completed to scheduling@epa.gov and Sydney Hupp (hupp.svdnev@epa.gov).