To: Yelensky, Erica[Yelensky.Erica@epa.gov]
From: Mogharabi, Nahal
Sent: Fri 10/27/2017 9:12:06 PM
Subject: RE: November 9 event sheet?

Thanks.

Have reached out to Tiffany and will incorporate into the one pager for Alexis I'll put together for the briefing.

Nahal Mogharabi
Public Affairs Specialist
U.S. Environmental Protection Agency | Los Angeles
D: 213-244-1815| **C**: 213-514-4361| **E:**mogharabi.nahal@epa.gov

From: Yelensky, Erica
Sent: Friday, October 27, 2017 1:03 PM
To: Mogharabi, Nahal <MOGHARABI.NAHAL@EPA.GOV>
Subject: RE: November 9 event sheet?

I forwarded the meeting invite to you. It's the afternoon of November 2.

She will be putting together her own talking points based on the discussion on November 2.

Do you mind asking Tiffany for an updated agenda, info on who will greet her from the Institute, and parking info?

We will need to confirm her flight info. I'll try to check with Abi today or Monday.

From: Mogharabi, Nahal
Sent: Friday, October 27, 2017 10:54 AM
To: Yelensky, Erica <Yelensky.Erica@epa.gov>
Subject: RE: November 9 event sheet?

She's a lot more lax than Jared was. She will probably want to see a copy of the agenda and have someone walk her through the day and then to review her talking points.

When's the briefing again?

Nahal Mogharabi
Public Affairs Specialist
U.S. Environmental Protection Agency | Los Angeles
D: 213-244-1815| **C**: 213-514-4361| **E:**mogharabi.nahal@epa.gov

From: Yelensky, Erica
Sent: Friday, October 27, 2017 10:46 AM
To: Mogharabi, Nahal <MOGHARABI.NAHAL@EPA.GOV>
Subject: RE: November 9 event sheet?

Hi Nahal,

Jared used to call them green sheets, basically a sheet with all the event logistics, purpose and appropriate EPA staff contact info.

Sam mentioned it. I'm not sure if Alexis specifically requested this.

What does Alexis usually request to have when she is invited to speak?

Thanks,

Erica

From: Mogharabi, Nahal
Sent: Friday, October 27, 2017 10:40 AM
To: Yelensky, Erica <Yelensky.Erica@epa.gov>
Subject: RE: November 9 event sheet?

Hi Erica,

I'm happy to help. Can you tell me what an event sheet is? Did Alexis request this?

What information is she looking for?

Thanks,

Nahal

Nahal Mogharabi
Public Affairs Specialist
U.S. Environmental Protection Agency | Los Angeles
D: 213-244-1815| **C**: 213-514-4361| **E:**mogharabi.nahal@epa.gov

From: Yelensky, Erica
Sent: Friday, October 27, 2017 10:33 AM
To: Mogharabi, Nahal <MOGHARABI.NAHAL@EPA.GOV>
Subject: November 9 event sheet?

Hi Nahal,

Hope you're doing well.

Can you help us put together an event sheet for Alexis for November 9?

I'm working on background materials that cover CRI (Coastal Research Institute) and the work Santa Monica Bay NEP does.

Thanks.

Best,

Erica

Disclaimer: This message was written with voice activated software. It may contain errors. Some of them might be interesting. Observe the context and the meaning will, hopefully, be obvious.

Erica Yelensky
Direct: (415) 972-3021
Watersheds Office
U.S. EPA Region 9, Water Division
75 Hawthorne Street
San Francisco, CA 94105
http://www.epa.gov/sfbay-delta/sf-bay-water-quality-improvement-fund