



Following up on our conversation earlier

Beth Gargano to Nancy Strouse

05/31/2013 09:44 AM

History:

This message has been replied to and forwarded.

I enjoyed speaking with you about the possibility of Secretary Clinton participating in your upcoming event. I look forward to working closely with you on this opportunity.

I want to share with you the standard requirements for her appearances:

Fee and Travel Expenses:

- The fee for this type of event would be \$225,000, plus a chartered roundtrip private jet, hotel accommodations, ground transportation, any meals and incidentals for Secretary Clinton, her travel aides and advance staff as detailed below:

- Air Transportation: The host will be responsible for the costs associated with a chartered roundtrip private air transportation (e.g., a Gulfstream 450 or larger jet), which must be paid in advance of the event. In addition, the host will need to pay for one roundtrip, first class airfare between New York and Washington, DC for one of Secretary Clinton's travel aides. The host will also need to pay for roundtrip business class airfare to and from the event city for two (2) advance staffers who will arrive in the city of the engagement up to three (3) business days prior to the event.
- Accommodations: The host is responsible for hotel accommodations at a hotel identified by Secretary Clinton's staff. Accommodations should include a presidential suite for Secretary Clinton and up to three (3) adjoining or contiguous single rooms for her travel aides and up to two (2) additional single rooms for the advance staff.
- Travel Stipend: In addition to the expenses outlined above, the host will be responsible for a \$500 flat payment to reimburse the lead travel aide for out-of-pocket travel expenses.
- Meals and Incidentals: The host is responsible for all ground transportation for Secretary Clinton, her travel aides and the advance staff while they are in the city of the engagement, as well as all phone charges/cell phones and meals during their stay.

- Transcription: The host will be responsible for a flat fee of \$1,000 for the services of the onsite stenographer who will be responsible for creating an immediate transcript of Secretary Clinton's remarks. The Agency will coordinate all of the arrangements for the stenographer. We will be unable to share a copy of the transcript following the event.

Event Itinerary:

- The itinerary for Secretary Clinton's participation at the event should follow a two-tier format with the total amount of time Secretary Clinton is participating in the event being 90 minutes.
 - 30 minute photoline reception not to exceed 50 photos with up to 100 people
 - 20 minute speech plus a 40 minute moderated Q&A for a total of 60 minutes
- The order of the tiers is up to your preference, but the location of the photoline must be in close proximity to the room where the speech takes place.
- Please note, that each tier must immediately follow the other so there is no significant break in time between each tier:
- We have limited flexibility with regard to the format for her appearance. Accordingly, Secretary Clinton will not be able to join for meals or other functions or engagements outside of the photo reception, speech and Q&A.
- We ask that the introducer and moderator be someone formally associated with your organization. Secretary Clinton's office will need advance notice of proposed moderators or introducers; they will have final approval of any individuals proposed for these activities. For consistency, all questions should be posed by the moderator.

The time between when you submit your offer and when you will receive a formal response takes approximately 3-4 weeks. We thoroughly review, as do members of Secretary Clinton's staff, all of the invitations she receives. To ensure this opportunity is considered in a time-efficient manner, it is important that every financial and in-kind sponsor contributing to the fee, or receiving a non-financial benefit (e.g., getting the opportunity to introduce Secretary Clinton or moderate the Q&A), be

submitted during the invitation stage. This will help to ensure nothing gets held up by the process as we get closer to the engagement.

Once you are ready to proceed with a formal invitation, please take a moment to complete the attached offer questionnaire and email it back to me. As I noted earlier, the approval process can take a few weeks, as the invitation needs to be vetted, approved and coordinated with Secretary Clinton's schedule.

Please let me know if I can answer any additional questions for you. I will look forward to hearing from you and to continuing our discussions.

Thanks and best regards,

Beth

Beth Gargano

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