

**MEMORANDUM**

February 27, 2003

TO: Governor

FROM: John

RE: Governor's Awards for Excellence in the Arts

This event will be just like the other years. When you walk into the chamber at the Old Capitol, you will be seated over to the right near the podium area. You will be seated between Tim Hedgepeth and John McCullouch.

Tim Hedgepeth will introduce you, and you will make brief remarks before returning to your seat. Everything else for the event is scripted out, and I've highlighted the areas where you need to be at the podium handing out awards. When you and Beth Clay step to the podium to present awards, you will step on across by Bill Dunlap. When an honoree comes up to accept an award, you will lift one up from the podium, present it to them for a photo, then replace it on the podium. While honorees are making their remarks, you can step to your right and stand by Bill Dunlap.