

MEMORANDUM

February 14, 2002

TO: Governor

FROM: John

RE: Governor's Awards for Excellence in the Arts

Attached are your remarks for the luncheon and for the awards ceremony itself.

The luncheon will begin at 11:30 in the ballroom at the Old Capitol Inn. At this time, Jean Moore (chair of the Mississippi Arts Commission Board) will ask you to join her at the podium. (I have explained that you have a meeting at 11am, and may not be able to be there right at 11:30; if we do run late, they will offer the podium to you when you get there). You will have a few minutes to speak prior to lunch. Dean Joe Robinson from St. Andrew's will give the invocation.

Following the lunch, the obligatory photo shoots will take place. I have a schedule for the photos and will try to help keep things moving.

The awards ceremony begins at 2pm in the House chamber of the Old Capitol. You will be introduced by Tim Hedgepeth, Executive Director of the Arts Commission. (You have a reserved seat next to the podium, along with Bill Dunlap, Jean Moore, Tim and others. I will be seated behind you, if you need anything). After you speak, you will return to your seat.

Bill Dunlap will speak for a few minutes, then call on you and Jean Moore to join him in presenting the awards. You will step up onto the first step behind the podium, and stand between Bill Dunlap and Jean Moore (she will be one step down from you, on the floor). When award recipients come to the podium, they will shake hands with Ms. Moore and then step up to you.

You will have one award on the podium in front of you. When the recipient steps up to you, hand them the award and shake hands. Photos will also be taken at this time. After the photo, you will take the award back and place it on the podium to be "recycled" for the next recipient.

Estimated time of the awards ceremony is about one and a half hours. It will be taped "live" for broadcast next Sunday on ETV, so it is important to be in place on time.