

MEMORANDUM

January 20, 2003

TO: Shannon
FROM: John
RE: Communications stuff
CC: Lee Ann, Phillip

I know you're aware of where all the files are for speeches, press releases, etc., but I wanted to get everything on some other things in writing just to cover my own behind.

When you send out a media advisory, please send a separate copy to the AP (fax 948-7975) and follow up with a phone call to make sure they get it on the daybook.

Any media advisories or press releases that you send out, please e-mail a copy to mail@blackmississippi.com. James Covington at blackmississippi.com is setting up a special place on his website to run the column, press releases, etc.

Sid Salter told me Friday that they will not be running the governor's column on a regular basis because of this being an election year. We should still submit a column each week to the Ledger and the weeklies, as well as to blackmississippi.com.

The column needs to go to the governor for his review no later than Wednesday, and I send it out on Thursdays, usually before 2pm.

I try to get the Mississippi Minute to him by Friday; he usually calls it in early Monday mornings. I usually boil the column down to just under 200 words for the Mississippi Minute. When you send it to him, be sure to put Guy Austin's name and phone number (957-8877) at the top as an easy reference.

Lee Ann gets copies of event sheets from Jill if you need those.

Natalie has set up a filing system for remarks, etc., at Woolfolk if you need things filed.