

FACSIMILE

TO: Steve Joyner, MDE Facilities
FROM: Kelly Riley, Policy Liaison
DATE: January 11, 2002
SUBJECT: January 17, 2002, Reception in North Atrium
CC: Cora Gee, Mansion Administrator
Will Cooper, MDE

I hope you are feeling better. Cora and I met with Will Cooper in your absence this afternoon to discuss the room layout for the reception for National Board Certified Teachers scheduled in the north atrium from 4:00-6:00 p.m. on Thursday, January 17.

Here is what we'll need:

- 3 six-foot tables along the eastern wall of the north atrium (We'll put cake and punch on these tables.)
- 2 six-foot tables in the eastern stairwell (We'll use these as prep tables like we did last year.)
- 1 six-foot table in front of the apple in the southwest corner of the atrium (This table will hold name tags.)
- 1 large garbage can in the eastern stairwell
- 3 large garbage cans spread throughout the atrium
- The portable sound system in front of the magnolia artwork. Governor Musgrove and Dr. Thompson will give comments to the honorees at 5:00 in front of the magnolia.

I'm including a sketch layout of the atrium and the tables with this memo.

Thank you for your assistance in this matter. Please don't hesitate to contact me (359-2528) or Cora Gee (359-6420) if you have any questions or require any additional information.