
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: FILE
FROM: RILEY
SUBJECT: TO DO FOR 1/17/02 RECEPTION
DATE 1/11/02
CC: FILE

1. Get electronic database of teachers - DONE
2. draft letter of invitation to teachers- DONE
3. food for reception- DONE
4. flowers for reception
5. Meet with Steve Joiner at MDE
 - cake tables
 - punch and coffee tables
 - nametag table
 - sound system
 - block off drop off zone for Cora and for Governor
6. format and talking points for 5:00 program

405 invited – 150 nametags not picked up = 255 attended reception + approx. 10 guests