
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: FILE
FROM: RILEY
SUBJECT: TO DO FOR 1/18/01 RECEPTION
DATE 12/20/00
CC: FILE

1. Get electronic database of teachers
2. draft letter of invitation to teachers
3. food for reception
4. Ashley – we pay for this?
5. flowers for reception
6. tables and tablecloths for reception
7. agenda/format for 5:00 program