

---

---

**OFFICE OF GOVERNOR RONNIE MUSGROVE**  
**INTEROFFICE MEMORANDUM**

---

---

**TO:** FILE  
**FROM:** RILEY  
**SUBJECT:** TO DO FOR 2/5/03 RECEPTION FOR NBCT'S  
**DATE** 1/13/02  
**CC:** FILE

---

1. Get electronic database of teachers –
2. draft letter of invitation to teachers-
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

format and talking points for 5:00 program

Of 255 invites, 153 RSVPd, 28 declined and we didn't hear from 74. Deadline was Friday before reception on Tuesday.