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**Subject:** LLR Employee Appreciation Event  
**Location:** Fire Academy, 141 Monticello Trail, Columbia, S.C.  
**When:** 5/5/2015 1:00:00 PM - 1:45:00 PM

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Advance: Charlotte McKee  
(803)209-1057

**APPROVED BY:** NH

**EVENT:** LLR Employee Appreciation Event

**DATE:** Tuesday, May 5, 2015

**TIME:** 1:00 PM

**LOCATION:** Fire Academy, Denny Auditorium, 141 Monticello Trail, Columbia, S.C.

**LOCATION SET-UP:** There will be a podium with a microphone on the stage. Employees will be eating at long tables facing the stage. There is a walkway between the tables. After speaking, the Governor will be directed to an area in the auditorium off from the stage where she can take photos with employees.

**ON-SITE LOCATION CONTACT:**

Bert Polk  
State Fire Marshal/Deputy Director for the Division of Fire and Life Safety  
Office: (803) 896-9801  
Cell: (803) 528-9677

Lesia Kudelka- day of contact for Ashton  
Cell: (803) 606-3374

**SCHEDULING CONTACT:**

Lesia Kudelka  
[lesia.kudelka@llr.sc.gov](mailto:lesia.kudelka@llr.sc.gov)  
Cell: (803) 606-3374

**PRIMARY STAFF:** Ashton Lee

**ADVANCE STAFF:** Zach Pippin

**PURPOSE:** Gov. Haley will attend the LLR Employee Appreciation "awards" program. The program begins at 12:30 PM, but Governor Haley will arrive at 1:00 PM to take pictures with the award recipients. Upon arrival, Lesia will meet the Governor outside of the Denny Auditorium with the award winners. NH will take the pictures with award winners and then enter the auditorium to speak to the group. After the program is over, Gov. Haley will speak to the employees briefly in the auditorium. If time permits, NH can either depart or walk through the crowd and say hi at her leisure.

**PRESS:** No.

**PUBLIC:** No.

**INVITED BY:** Director Richele Taylor

**INTRODUCED BY:** Director Richele Taylor

**LENGTH OF SPEAKING:** Brief remarks.

**ATTENDEES:** 250-300 people

**SPEAKING ORDER/LINE-BY-LINE:**

12:30 PM      Awards Program begins  
                 Last quarter Public Servant awards  
                 Service awards  
1:00 PM      NH arrives  
1:00 PM      Takes photos with award winners outside of the Denny Auditorium  
1:20 PM      NH gives remarks to the group at the conclusion on the awards program  
1:25 PM      Photo line for employees  
1:45 PM      NH departs

**PURPOSE/TYPE OF MESSAGE:** Appreciation

**TALKING POINTS:**

Director Taylor is sending talking points.