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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

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
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.