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Subject: Script Writing

I have talked to the District Managers regarding the need for field employees to be involved with this project. We have selected the following employees because of their knowledge and experience and their respective offices would not have a big impact in their absence.

The employees that have volunteered need the following questions answered prior to committing.

1. Will their current leave requests that have already been granted be honored?
2. What will the hours be since they have longer travel times?
3. Who do they report to?
4. What options do they have if they don't like it? Can they then swap with another volunteer?

The following are the employees that have volunteered to be part of script writing.

Kim Sox - St. Matthews

Diane Thompson - Camden

Laurie Burns - Orangeburg

We are still searching for another volunteer that would not have an impact on their office.