

From: Sarah Smith <MemberServices@wexfordplantation.com>
To: Veldran, Katherine KatherineVeldran@gov.sc.gov
Date: 3/27/2013 9:30:28 AM
Subject: RE: 2013 FGI layout updates, follow ups and questions

I'm sorry- I wasn't thinking straight. We use Circle of Life for our weekly flowers!

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From: Veldran, Katherine [mailto:KatherineVeldran@gov.sc.gov]
Sent: Wednesday, March 27, 2013 9:28 AM
To: Sarah Smith
Subject: RE: 2013 FGI layout updates, follow ups and questions

Black linen only for the projector table.
We will take care of the center pieces.

Which florist do you use?
Thanks, KV

From: Sarah Smith [mailto:MemberServices@wexfordplantation.com]
Sent: Tuesday, March 26, 2013 5:27 PM
To: Veldran, Katherine
Subject: Re: 2013 FGI layout updates, follow ups and questions

Hey there- black linen will be fine. The flowers we can absolutely call and see if they will be available- I was talking more about the vases with golf balls. Are you looking for that too? The flowers we get are provided only in small glass vases. I will get dimensions from the tent company tomorrow if that works. The easel will definitely hold a foam board.

Thanks- I'll follow up tomorrow.

Sarah

Sent from my iPhone

On Mar 26, 2013, at 4:51 PM, "Veldran, Katherine" <KatherineVeldran@gov.sc.gov> wrote:

Comments in yellow below.

Any thoughts on the tweaks I made to the layout – table wise.

From: Sarah Smith [mailto:MemberServices@wexfordplantation.com]
Sent: Tuesday, March 26, 2013 4:35 PM
To: Veldran, Katherine
Subject: RE: 2013 FGI layout updates, follow ups and questions

My answers are in red...

Attached is a draft layout for the FGI Awards Reception based off our last group meeting.

April 15 the following will be delivered to Wexford:

- Podium
- Flags (SC and US flags will be positioned on the stage)
- Governor's Seal
- Golfer Gift Bags
- Koozies
- Stickers for the lunchboxes
- Laminated rules cards
- Trophies

Linens:

What color linens will cover the high tops, award table, and the projector table? **These linens will be white**

Can we use black linen for the projector table?

Easel:

Can you send me a picture of the easels? What sign posted will they hold? **Attached is a picture of one easel- I will send a picture of the others tomorrow. I believe we have a third that I will find a send a picture of tomorrow. Will the easel hold a normal size foam board?**

Center pieces:

Below and attached is a picture of the center pieces we would like for the reception. Do you think these will be possible? **Yes- that will work. Just to clarify, those will be brought over by you sometime the day before? Someone during the last meeting said tulips might be in bloom and thought we could use them for center pieces – that you could provide them. If I misunderstood that no worries –we will bring them the day event.**

<image001.png>

Entertainment:

Edwin will be there early to to a sound check – time is TBD. He will be singing on the stage. Do you have a stool for him to sit on if requested? **We have a bar stool which has a back to it. Will that work? I will attach a photo tomorrow. Yes, that will work.**

I will email you the run of show ASAP.

Sarah, thank you for the call this morning.

THank you,
Katherine

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