

**From:** Sarah Smith <MemberServices@wexfordplantation.com>  
**To:** Veldran, KatherineKatherineVeldran@gov.sc.gov  
**Date:** 3/26/2013 5:26:52 PM  
**Subject:** Re: 2013 FGI layout updates, follow ups and questions

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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.

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**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

Katherine F. Veldran  
Legislative Liaison | Office of Governor Nikki Haley  
O: 803-734-5124 | C: 803-767-7583  
[KatherineVeldran@gov.sc.gov](mailto:KatherineVeldran@gov.sc.gov)