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Date: 1/5/2016 12:32:08 PM
Subject: RE: Wed. Meeting

Nancy and Christian-

There will be a meeting in the formal dining room tomorrow from 10:30-11:30 AM. I apologize for the late notice.

Christian- Josh will arrive early to set up a projection screen in the corner by where the carving station is set-up. KV will arrive early to set-up pens and notepads. Please be sure there are chairs around the room for additional staff. Note that the 10 principal attendees will be seated around the table with the Governor. There will need to be a beverage station of some type for the attendees to get a cup of coffee or bottle of coke before sitting down at the meeting. Since the meeting is at 10:30 AM food will not be needed. It would be nice to have nuts or something out on the table.

I will send the list for the gate to you later this afternoon.

Please let me know if you have any questions.

Nicole

From: Bunch, Nancy
Sent: Tuesday, January 05, 2016 11:54 AM
To: Priester, Nicole
Subject: Wed. Meeting

Are you still holding in the morning for a meeting at Mansion?