

**Subject:** RE: Follow Up

I will send updated contact list over to y'all this afternoon.

I sent an update email to Lee Ann with RSVPs. She and I will plan to talk this afternoon or tomorrow morning and I will brief her on everything before the meeting.

columbiacvb.com | @columbiasc | #famouslyhot



**Subject:** Follow Up

Katherine

- Insert names, titles/role

- Insert name, titles/bio

Contact Sheet/ Importance of Communication / checking your email etc.

KB

Intro of Partners KB  
- Table tents – names and affiliations

Jane Report

Overall game plan / Goals KB

Upcoming meetings KB

Questions

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