

October 23, 2000

Memorandum

To: All Agency Communication Directors
From: Lisa Mader
Subject: Various

In an effort to better coordinate the Governor's calendar with your Agency Director, we are requesting the following:

- Upon *immediate* receipt of the Governor's public appearance calendar on Fridays, please forward it to your Agency Director and Senior Level Managers.
- Your Agency Director's calendar should be emailed to Lisa Mader at lmader@governor.state.ms.us no later than Friday's by 12:00 noon for the following week's schedule.
- As you, your Agency Director and Senior Level Managers review the Governor's calendar, please make note of any "beware's" that the Governor's Office needs to keep in mind as we travel across the state. For example, if Meridian, MS has just announced the opening of a new industry that will create 900 new jobs for the people of that area and you see that the Governor is scheduled to speak in Meridian, or a surrounding area, please notify us ASAP so that the Governor can mention that information in a speech, during an interview or as he talks with people at an event.

It is critical that we use every available resource to stay ahead of the information across the state. Your help with this effort is greatly appreciated. Please let me know if you have any questions. Much thanks.