

## **MEMORANDUM**

November 8, 2001

TO: Governor

FROM: John

RE: "Associations Advance Mississippi" reception

This event is scheduled from 5:30-7:30 p.m. at the Mansion. It is a reception for the Mississippi Society of Association Executives and the MDA Division of Tourism. At about 6:30, Bruce Reynolds (MSAE President) will welcome the people and give some brief remarks. You will be introduced by Steve Hale. You will have a copy of a proclamation to read, and then an opportunity to add any thoughts about the group's contributions to the state (no more than 3-5 minutes for all remarks).

After you speak, Mr. Reynolds will join you at the podium to call out winners of the awards. The awards will be located on a table behind the podium; you will present the awards to the winners.

Following the awards, Wesley will get individual shots followed by a group picture.