

---

**OFFICE OF GOVERNOR RONNIE MUSGROVE  
INTEROFFICE MEMORANDUM**

---

**TO:** FILE  
**FROM:** RILEY  
**SUBJECT:** DEC. 16, 2002, STATE CHRISTMAS PARTY  
**DATE** 12/5/02  
**CC:** FILE

---

Contact Marine Corps to set up Toys for Tots

Cora/Walter: cookies (300 regular or 600 small)

Napkins

Cups

Stacey: Brown Bottling donate a fountain

Table for desserts

LAM: media advisory

Governor: wear Christmas tie or red sweater vest

Design flier

Distribute flier