
**OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM**

TO: FILE
FROM: RILEY
SUBJECT: TO DO FOR 2/5/03 RECEPTION FOR NBCT'S
DATE 1/13/02
CC: FILE

1. Get electronic database of teachers –
2. draft letter of invitation to teachers-
3. food for reception- DONE
4. flowers for reception
5. Meet with Steve Joiner at MDE
 - cake tables
 - punch and coffee tables
 - nametag table
 - sound system
 - block off drop off zone for Cora and for Governor

format and talking points for 5:00 program

Of 320 invites, 177 RSVPd, 31 declined and we didn't hear from 112. Deadline was Friday before reception on Wednesday.

A – Garriga

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Garrigues – Neal

Nichols - Young
