

P6/b(6)

Sent: Sun, 24 Feb 2013 16:55:15 -0500
From: "Nicholson, Marvin D." <marvin_d_nicholson@who.eop.gov>
To: [REDACTED]
Subject: Personal

Sir

Just a reminder that tonight's NGA event is black tie.

Here is the breakdown -

6:40 – 6:45 pm MOVE WITH THE FIRST LADY TO THE STATE FLOOR

6:45 – 7:05 pm NATIONAL GOVERNORS ASSOCIATION PHOTO LINE

Location: State Dining Room, The Residence

POC: Clay Wertheimer

Attire: BLACK TIE

Attendees: 92 guests for about 46 clicks

Set-up: Push and pull photo line for posed photos.

PRESS: CLOSED // White House Photographer

Format:

- YOU and The First Lady take a photo in State Dining Room.
- YOU and The First Lady proceed to the Blue Room for photo line.
- YOU and The First Lady participate in 46-click photo line (with Governors only) in the Blue Room.

7:05 – 7:10 pm BRIEF HOLD IN BLUE ROOM // MOVE TO STATE DINING ROOM

7:10 – 8:40 pm NATIONAL GOVERNORS ASSOCIATION DINNER

Location: The State Dining Room, The Residence

POC: Clay Wertheimer

Attire: BLACK TIE

Attendees: Approximately 120 guests

Set-up: YOU deliver remarks and a toast from the Eagle Lectern set to the left of the fireplace in the State Dining Room. Guests are seated at round tables.

Sound/Podium: Wired Mic // Eagle Toast Lectern

Remarks: Talking Points

Teleprompter: None

PRESS: POOL PRESS FOR REMARKS ONLY

Format:

- VOG announces YOU and The First Lady into the State Dining Room.
- YOU escort The First Lady to her seat (at a different table from YOUR own)
- YOU proceed to the Eagle Lectern and deliver brief remarks.
- White House butler hands YOU a glass of water. Butler will pass glass of water to YOUR left.
- YOU raise glass for a toast.
- YOU conclude and introduce Governor Jack Markell of Delaware (D)/NGA Chair to the podium.
- YOU take YOUR seat.
- Governor Markell delivers brief remarks
- White House butler hands Governor Markell a glass of water, who then raises the glass for a toast.
- POOL PRESS is escorted out of the State Dining Room.
- Dinner is served.
- Around 8:40 pm, YOU request guests to exit to the East Room.
- YOU and The First Lady proceed to the Residence.