

Sent: Sun. 24 Feb 2013 18:42:55 -0500
From: [REDACTED]
To: "Nicholson, Marvin D." <marvin_d._nicholson@who.eop.gov>
Subject: Re: Personal

P6/b(6)

Things running on time?

----- Original Message -----

From: Nicholson, Marvin D.
Sent: Sunday, February 24, 2013 05:09 PM
To: [REDACTED]
Subject: Re: Personal

Yes sir

I apologize, I didn't paste the entire evening. The rest of the evening is as follows -

8:40 – 9:00 pm HOLD IN RESIDENCE

9:00 – 9:05 pm YOU AND THE FIRST LADY PROCEED TO THE BLUE ROOM

9:05 – 9:10 pm TALENT PHOTO

Location: The Blue Room, The Residence

POC: Clay Wertheimer

Attendees: 4 people for 2 clicks

PRESS: CLOSED // White House Photographer

Photos with:

Audra McDonald
Brian Hertz, pianist
Andrew Elsesser, Management/Guest
Sean Gross, Management/Guest

9:10 pm PROCEED TO THE EAST ROOM

9:10 – 9:35 pm PERFORMANCE AT NATIONAL GOVERNORS ASSOC. DINNER

Location: The East Room, The Residence

POC: Clay Wertheimer

Attire: BLACK TIE

Attendees: Approximately 180 attendees.

Set-up: YOU and The First Lady are seated in the front row with the Vice President and Dr. Biden. To YOUR left is the aisle, to left is the aisle, to YOUR right is the First Lady. Additional guests arrive for the dessert reception and performance.

PRESS: CLOSED

Format:

- VOG announce YOU and The First Lady into the East Room.
- YOU and The First Lady proceed to reserved seats in the front row.
- VOG announces Ms. McDonald to stage.
- Ms. McDonald performs, and then concludes around 9:35 pm.
- YOU and The First Lady exit the East Room via the Cross Hall.

RON

THE WHITE HOUSE

----- Original Message -----

From: [REDACTED]
Sent: Sunday, February 24, 2013 05:05 PM
To: Nicholson, Marvin D.
Subject: Re: Personal

Isn't there an entertainment portion afterwards?

----- Original Message -----

From: Nicholson, Marvin D.
Sent: Sunday, February 24, 2013 04:55 PM
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

P6/b(6)

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.