

Sent: Mon, 14 Nov 2016 12:33:09 -0500
From: "Dory, Henock M. EOP/WHO" <henock_m_dory@who.eop.gov>
To: "Maroney, Caroline (NBCUniversal)" <caroline.maroney@nbcuni.com>
Cc: "Slaughter, Willa (NBCUniversal)" <willa.slaughter@nbcuni.com>
Subject: RE: Presidential Medal of Freedom Information
[WAVES.xls](#)
[Entry Plan Diagram_SE Gate.pptx](#)

Hello Caroline,

We received confirmation for the timing of the Medal of Freedom ceremony on November 22nd, so I wanted to pass along further arrival instructions/next steps:

Arrival Instructions

- Medalists should arrive to the Southeast Gates (15th and Alexander Hamilton Place NW – map is attached) at 11:45AM. We are asking medalists to come early so we can do a walkthrough of the ceremony. Mr. Michaels is permitted to bring ONE guest with him at this time if he'd like to have someone with him.
- Remaining guests can arrive at the Southeast Gates (15th and Alexander Hamilton Place NW) at 1:00PM. As a reminder, medalists are allowed to have up to 5 guests with them.

Information to Collect

- Could you please send over the following information by Wednesday evening:
 - o Security information for Mr. Michaels and his guests using the attached spreadsheet.
 - o The names of the guests Mr. Michaels would like in his group photo with the President and First Lady. Mr. Michaels is not required to have guests in his photo.
 - o The name and phone number of the best POC to contact Mr. Michael's guests, in case we have trouble finding them when they arrive at 1:00PM.

Thank you again for all of your help. We look forward to having Lorne join us for this exciting day and please don't hesitate to reach out with any questions you may have.

Henock

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

From: Dory, Henock M. EOP/WHO
Sent: Friday, November 4, 2016 7:00 PM
To: 'Maroney, Caroline (NBCUniversal)' <Caroline.Maroney@nbcuni.com>
Cc: Slaughter, Willa (NBCUniversal) <Willa.Slaughter@nbcuni.com>
Subject: RE: Presidential Medal of Freedom Information

Hi Caroline,

I'm sorry for the difficulties, but we don't have the exact timing yet. I hope this doesn't complicate planning on your end too much! I'll circle back with timing as soon as I receive an update.

Thank you,

Henock

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

From: Maroney, Caroline (NBCUniversal) [mailto:Caroline.Maroney@nbcuni.com]

Sent: Friday, November 4, 2016 5:23 PM

To: Dory, Henock M. EOP/WHO

<Henock_M_Dory@who.eop.gov<mailto:Henock_M_Dory@who.eop.gov>>

Cc: Slaughter, Willa (NBCUniversal)

<Willa.Slaughter@nbcuni.com<mailto:Willa.Slaughter@nbcuni.com>>

Subject: Re: Presidential Medal of Freedom Information

Hi Dory,

I know this may be still being worked out, but just wondering whether you might have any sense of timing yet? We just trying to coordinate two of the kids coming back from college, but understand that we may have to wait for this information!

Thank you!

Š..

Caroline Maroney

Office of Lorne Michaels | Saturday Night Live

30 Rockefeller Plaza, 17th Floor, New York, NY 10112

(o) 212.664.5143 (c) [REDACTED]

On 10/27/16, 6:56 PM, "Dory, Henock M. EOP/WHO"

<Henock_M_Dory@who.eop.gov<mailto:Henock_M_Dory@who.eop.gov>> wrote:

P6/b(6)

>Hi Caroline -- the dress code is business attire. Let me know if you have

>any other questions!

>

>Henock Dory | [REDACTED]

>

>From: Maroney, Caroline (NBCUniversal)

>Sent: Thursday, October 27, 2016 6:53 PM

>To: Dory, Henock M. EOP/WHO

>Cc: Slaughter, Willa (NBCUniversal)

>Subject: Re: Presidential Medal of Freedom Information

>

>

>Hi Henock,

>

>Would you mind letting me know what the dress code is for the ceremony?

>

>Thank you!

>Š..

>Caroline Maroney

>Office of Lorne Michaels | Saturday Night Live

>30 Rockefeller Plaza, 17th Floor, New York, NY 10112

>(o) 212.664.5143 (c) [REDACTED]

>

>

>From: "Dory, Henock M. EOP/WHO"

><Henock_M_Dory@who.eop.gov<mailto:Henock_M_Dory@who.eop.gov<mailto:Henock_M_Dory@who.eop.gov%3cmailto:Henock_M_Dory@who.eop.gov>>>

>Date: Tuesday, October 25, 2016 at 6:37 PM

>To: Caroline Maroney

><caroline.maroney@nbcuni.com<mailto:caroline.maroney@nbcuni.com<mailto:caroline.maroney@nbcuni.com%3cmailto:caroline.maroney@nbcuni.com>>>

>Subject: RE: Presidential Medal of Freedom Information

>

>Hi Caroline,

>

>Thank you for the info! I'll pass this along and will circle back here

>when we have more information on the event.

>

>Thanks again,

>

>Henock Dory

>White House Office of Public Engagement and Intergovernmental Affairs

>O: 202-456-8148 | C: [REDACTED]

>Henock_M_Dory@who.eop.gov<https://eopowa.whca.mil/owa/redir.aspx?SURL=vnVF<mailto:Henock_M_Dory@who.eop.gov%3chttps://eopowa.whca.mil/owa/redir.aspx?SURL=vnVF>

>74gMul15XQG0Q6k6_9pIf5AQaoikjIHfFjxtUmF4MAsC2m3TCG0AYQBpAGwAdABvADoASABIAG

>4AbwBjAGsAXwBNAF8ARABvAHIAeQBAAHcAaABvAC4AZQBvAHAALgBnAG8AdgA.&URL=m

P6/b(6)

ailto%

>3aHenock_M_Dory%40who.eop.gov>

>

>

>

>From: Maroney, Caroline (NBCUniversal)

>[mailto:Caroline.Maroney@nbcuni.com]

>Sent: Tuesday, October 25, 2016 6:32 PM

>To: Dory, Henock M. EOP/WHO

><Henock_M_Dory@who.eop.gov<mailto:Henock_M_Dory@who.eop.gov<mailto:Henock_M_Dory@who.eop.gov%3cmmailto:Henock_M_Dory@who.eop.gov>>>

>Subject: Re: Presidential Medal of Freedom Information

>

>Hi Dory,

>

>I am replying on behalf of Lorne Michaels:

>

>Name for Medal: Lorne Michaels

[REDACTED]

>He is happy to do any interviews you'd like.

>

>Thank you!

>Caroline

>Š..

>Caroline Maroney

>Office of Lorne Michaels | Saturday Night Live

P6/b(6)

>30 Rockefeller Plaza, 17th Floor, New York, NY 10112

>(o) 212.664.5143 (c) [REDACTED]

>

P6/b(6)

>

>From: Lorne Michaels

>Date: Monday, October 24, 2016 at 6:05 PM

>To: Caroline Maroney

><caroline.maroney@nbcuni.com<mailto:caroline.maroney@nbcuni.com<mailto:caroline.maroney@nbcuni.com%3cmmailto:caroline.maroney@nbcuni.com>>>

>Subject: Fwd: Presidential Medal of Freedom Information

>

>

>-----Original Message-----

>From: Dory, Henock M. EOP/WHO

><Henock_M_Dory@who.eop.gov<mailto:Henock_M_Dory@who.eop.gov<mailto:Henock_M_Dory@who.eop.gov%3cmmailto:Henock_M_Dory@who.eop.gov>>>

>To: nyclm

>Sent: Mon, Oct 24, 2016 3:09 pm

>Subject: Presidential Medal of Freedom Information

>Hello Mr. Michaels,

>

>It was a pleasure speaking with you today. As I mentioned over the

>phone, I wanted to send and collect some information regarding the

>upcoming Presidential Medal of Freedom Ceremony.

>

>Event Details

>· The Presidential Medal of Freedom Ceremony will take place at

>the White House on Tuesday, November 22. A time has not yet been

>determined, so we are asking all medalists to keep their calendar clear

>for the day if possible.

>· The ceremony will take place in the East Room and will last

>approximately one hour with a reception taking place shortly after.

> All awardees are allowed to bring up to five family members or

>guests to the ceremony. We'll be reaching out shortly to collect their

>names and security information ahead of the event.

> The press release announcing this year's medalists will likely

>be released mid-November (approximately one or two weeks before the

>ceremony). We'll be sure to notify you in advance and are asking all

>medalists to keep the announcement close-hold until then.

>

>Information to Collect for Wednesday, October 26th

>1. Please provide the full name that you would like on your medal

>and citation.

>2. Do you have any accessibility needs that we can accommodate the

>day of the ceremony?

>3. Are you interested in participating in media interviews while at

>the White House?

>4. Are you interested in participating in an interview with the

>White House's internal video team for use on whitehouse.gov? This would

>also take place at the White House.

>

>Thanks again for taking the time to speak. We're looking forward to

>having you here for this special occasion next month.

>

>Henock Dory

>White House Office of Public Engagement and Intergovernmental Affairs

>O: 202-456-8148 | C:

P6/b(6)

>Henock_M_Dory@who.eop.gov<mailto:Henock_M_Dory@who.eop.gov><mailto:Henock_M_Dory@who.eop.gov%3cmmailto:Henock_M_Dory@who.eop.gov>>

[illegible]

Waves Request System (WRS) Excel Template

Version: **1.8.9**

Last Updated: 19 March 2011

WRS Instructions:

1. The WRS Excel template must be saved as an 'Excel 97-2003 Workbook'
2. The WRS Excel template file must end with **.xls** (not **.xlsx**)
3. **The header row must remain in place and unchanged**
4. The **Visitors worksheet name must remain unchanged** (do not rename the worksheet)
5. The maximum number of visitors per appointment is **250**
6. Do not use any periods, apostrophes or other special characters

Tips:

Pasting data from other spreadsheets may cause errors. Be sure to check that your data has been pasted into the correct columns and that numbers are not missing (example: pasting an SSN starting with a zero may result in the zero being dropped which would result in an error). Use the Format Cells feature to fix any problem data cells prior to loading the file into WRS (example: set the SSN column to 'TEXT' to ensure you keep any leading zeros in the SSN)

Data Fields

1. **Last_Name:** Use letters only (no numbers or special characters). Max characters is 20
2. **First_Name:** User letters only (no numbers or special characters). Max characters is 20
3. **Middle_Name:** Provide the full middle name. Use letters only (no numbers or special characters). Max characters is 20
4. **DOB:** DOB format is MM/DD/YYYY (no letters)

5. **SSN:** SSN is required for all U.S. Citizens over the age of 18. Foreign Nationals may leave the SSN blank. (no letters or special characters) Do not use any dashes in the SSN
6. **Citizen:** Select Y for YES or N for NO to indicate if the visitor is or is not a U.S. Citizen
7. **Country:** Country of Birth. Use the '**Countries**' worksheet to find the Country Code for the Country of Birth for the visitor. You must use the country codes provided in the 'Countries' worksheet. Select the code from the drop-down list.
8. **Gender:** Select M for Male or F for Female
9. **City:** City of Residence - For visitors who reside in the United States enter the primary city of residence. For visitors who reside outside of the United States enter the city where they are residing during their visit. (no numbers or special characters)
10. **State:** State of Residence - For visitors who reside in the United States enter the primary state of residence. For visitors who reside outside of the United States enter the state where they are residing during their visit. Use the '**States**' worksheet to locate the appropriate two-letter State Code. Select the code from the drop-down list.



US	UNITED STATES OF AMERICA
AA	ALBANIA
AD	ANDORRA
AE	ANGUILLA (DEPENDENT TERRITORY OF THE UNITED KINGDOM)
AF	AFGHANISTAN
AH	ASHMORE & CARTIER ISLANDS, TERRITORY OF (AUSTRALIAN EXTERNAL TERRITORY)
AI	ANTIGUA AND BARBUDA
AJ	ARUBA
AN	ALGERIA
AO	ANGOLA
AP	ARMENIA
AQ	AZORES ISLANDS
AS	AUSTRALIA
AT	ARGENTINA
AU	AUSTRIA
AV	AZERBAIJAN
AW	SAINT KITTS-NEVIS-ANGUILLA
BB	BARBADOS
BD	BAHAMAS
BE	BAHRAIN/BAHREIN
BF	BASSAS DA INDIA (FRENCH POSSESSION)
BG	BELGIUM
BH	BELIZE
BI	BURUNDI
BL	BANGLADESH
BM	BERMUDA, DEPENDENT TERRITORY OF
BN	BHUTAN
BO	BRITISH INDIAN OCEAN TERRITORY (DEPENDENT TERRITORY OF THE UNITED KINGDOM)
BP	BOSNIA AND HERZEGOVINA
BQ	BOUVET ISLAND (NORWEGIAN TERRITORY)
BR	BURMA
BS	SOLOMON ISLANDS
BT	BOTSWANA
BU	BULGARIA
BV	BOLIVIA
BX	BRUNEI
BY	BYELARUS
BZ	BRAZIL
CB	COLOMBIA, REPUBLIC OF
CC	CUBA, REPUBLIC OF
CD	CANADA
CF	CHAD
CG	CAROLINE ISLANDS (<i>Federated States of Micronesia</i>)
CJ	CAMBODIA
CM	CAMEROON
CP	CAYMAN ISLANDS (DEPENDENT TERRITORY OF THE UNITED KINGDOM)
CQ	CHILE, REPUBLIC OF
CR	COSTA RICA, REPUBLIC OF
CS	CYPRUS, REPUBLIC OF
CV	CAPE VERDE ISLANDS
CW	CENTRAL AFRICAN REPUBLIC
CY	SRI LANKA

CZ	CANAL ZONE
DB	CLIPPERTON ISLAND (FRENCH POSSESSION)
DD	COCOS (KEELING) ISLANDS, TERRITORY OF (AUSTRALIAN TERRITORY)
DG	COMOROS, FEDERAL ISLAMIC REPUBLIC OF THE
DH	BENIN
DI	COOK ISLANDS
DJ	CORAL SEA ISLANDS, TERRITORY OF (AUSTRALIAN EXTERNAL TERRITORY)
DK	DENMARK, KINGDOM OF
DM	DOMINICA
DN	DJIBOUTI, REPUBLIC OF
DR	DOMINICAN REPUBLIC
EK	EQUATORIAL GUINEA
EL	EL SALVADOR
EN	ENGLAND (UNITED KINGDOM)
EO	ETHIOPIA
ER	EUROPA ISLAND (FRENCH POSSESSION)
ES	ESTONIA
ET	ERITREA
EU	ECUADOR
EY	EGYPT
EZ	CZECH REPUBLIC
FA	FALKLAND ISLANDS, COLONY OF THE (ISLAS MALVINAS)
FD	FINLAND
FG	FRENCH GUIANA (DEPARTMENT OF GUIANA)
FJ	FIJI
FN	FRANCE
FO	FAROE ISLANDS
FP	FRENCH POLYNESIA, TERRITORY OF (FRENCH OVERSEAS TERRITORY)
FR	FRENCH SOUTHERN AND ANTARTIC ISLANDS, TERRITORY OF THE (FRENCH OVERSEAS TERRITORY)
FS	FEDERATED STATES OF MICRONESIA (FORMERLY KNOWN AS CAROLINE ISLANDS)
GB	GABON
GC	GREECE
GD	GEORGIA (FORMERLY GRUZINSKAYA)
GE	GERMANY
GF	GUERNSEY, BAILIWICK OF (BRITISH CROWN DEPENDENCY)
GG	GHANA
GI	GUINEA
GJ	GRENADA
GK	GAMBIA, THE
GN	GREENLAND
GO	GLORIOSO ISLANDS (FRENCH POSSESSION)
GP	GUADELOUPE, DEPARTMENT OF
GS	SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS
GT	GUATEMALA
GY	GUYANA
GZ	GAZA
HD	HONDURAS
HE	HEARD ISLAND AND MCDONALD ISLANDS, TERRITORY OF (AUSTRALIAN EXTERNAL TERRITORY)
HK	HONG KONG
HN	VANUATU, REPUBLIC OF
HR	CHRISTMAS ISLAND, TERRITORY OF (AUSTRALIAN EXTERNAL TERRITORY)

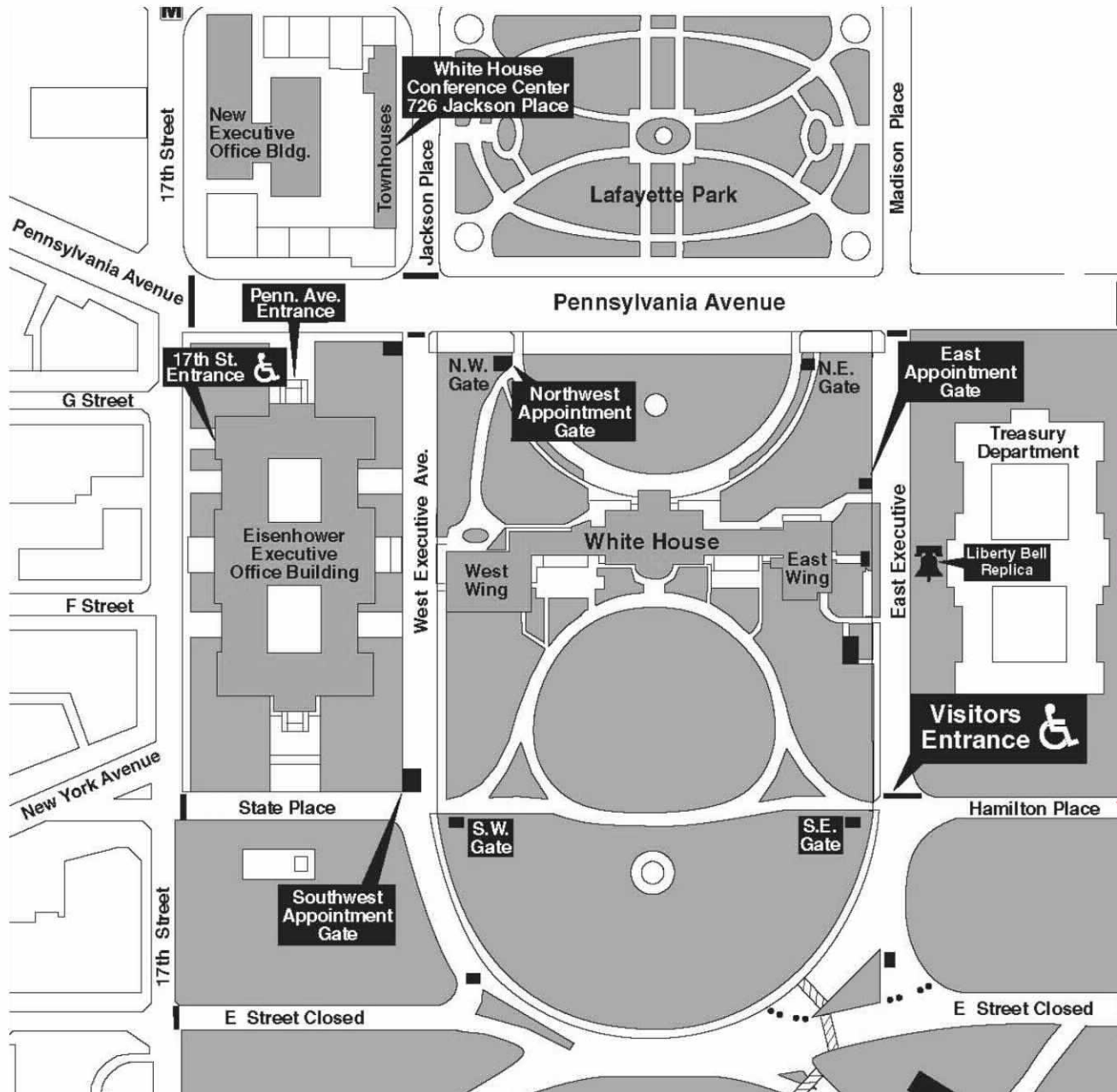
HS	SAINT HELENA (DEPENDENT TERRITORY OF THE UNITED KINGDOM)
HT	HAITI
HU	HUNGARY
IB	ISLE OF MAN
IC	ICELAND
IE	IRELAND (DOES NOT INCLUDE NORTHERN IRELAND)
II	INDIA (SIKKIM)
IM	MADEIRA ISLANDS
IO	INDONESIA (NOW INCLUDES PORTUGUESE TIMOR)
IQ	IRAQ
IR	IRAN
IS	ISRAEL
IT	ITALY (INCLUDES SICILY AND SARDINIA)
IU	NIUE
IY	COTE D'IVOIRE (IVORY COAST)
JA	JAPAN
JE	JERSEY, BAILIWICK OF (BRITISH CROWN DEPENDENCY)
JM	JAMAICA
JN	JAN MAYEN (NORWEGIAN TERRITORY)
JO	JORDAN
JU	JUAN DE NOVA ISLAND
KB	KIRIBATI
KC	CROATIA
KE	KENYA
KH	MANAHIKI ISLAND
KN	NORTH KOREA
KO	SOUTH KOREA
KT	KAZAKHSTAN
KU	KUWAIT
KZ	KYRGYZSTAN
LB	LIBERIA
LD	MOLDOVA
LE	LESOTHO
LF	SLOVAKIA
LH	LITHUANIA
LI	LIECHTENSTEIN
LN	LEBANON
LO	SLOVENIA
LS	LAOS
LT	LATVIA
LU	SAINT LUCIA
LX	LUXEMBOURG
LY	LIBYA
MB	MANITOBA
MF	MALAWI
MG	MONGOLIA
MJ	MONACO
ML	MALI
MM	MEXICO
MP	MALAGASY REPUBLIC
MQ	MOROCCO
MU	MAURITANIA
MV	MALDIVES

MY	MALTA
MZ	MALAYSIA
NE	NETHERLANDS (HOLLAND)
NG	NIGERIA
NI	NORTHERN IRELAND (UNITED KINGDOM)
NN	NIGER
NO	PAPUA NEW GUINEA
NP	NEPAL
NQ	NEW CALEDONIA AND DEPENDENCIES, TERRITORY OF (FRENCH OVERSEAS TERRITORY)
NR	NAURU
NU	NICARAGUA
NW	NORWAY
NX	NETHERLANDS ANTILLES
NZ	NEW ZEALAND
OC	MACAU
OF	NORFOLD ISLAND, TERRITORY OF (AUSTRALIAN EXTERNAL TERRITORY)
OI	OKINAWA (JAPAN)
OM	OMAN
PC	PITCAIRN, HENDERSON, DUCIE, AND OENO ISLANDS (DEPENDENT TERRITORY OF THE UNITED KINGDOM)
PD	PALAU, REPUBLIC OF
PF	PARACEL ISLANDS
PG	GUINEA-BISSAU
PI	PHILIPINES
PK	PAKISTAN
PM	PANAMA
PO	POLAND
PS	SAINT PIERRE AND MIQUELON, TERRITORIAL COLLECTIVITY OF
PT	PORTUGAL
PU	PERU
PV	PARAGUAY
QA	QATAR
RA	RUSSIA
RB	REPUBLIC OF CONGO, BRAZZAVILLE
RC	PEOPLE'S REPUBLIC OF CHINA
RE	REUNION, DEPARTMENT OF
RF	RUSSIAN FEDERATION
RG	GIBRALTAR (DEPENDENT TERRITORY OF THE UNITED KINGDOM)
RH	ZIMBABWE, REPUBLIC OF
RR	MONTSERRAT (DEPENDENT TERRITORY OF THE UNITED KINGDOM)
RS	WESTERN SAHARA, INDEPENDENT STATE OF
RU	ROMANIA/RUMANIA
RV	SOCIALIST REPUBLIC OF VIETNAM
RW	RWANDA
RY	REPUBLIC OF YEMEN
SA	SIERRA LEONE/SIERRE LEONE
SB	SAUDI ARABIA
SE	SEYCHELLES
SF	SOUTH AFRICA
SG	SENEGAL
SH	SAN MARINO
SJ	NAMIBIA (SOUTH-WEST AFRICA)
SM	SOMALIA

SP	SPAIN
SQ	SWEDEN
SR	SINGAPORE
SS	SCOTLAND
SU	SUDAN
SW	SWAZILAND
SY	SYRIA
SZ	SWITZERLAND
TC	UNITED ARAB EMIRATES
TD	TRUST TERRITORY OF THE PACIFIC ISLANDS
TE	SPRATLY ISLANDS
TF	TUAMOTU ARCHIPELAGO
TG	TONGA
TH	THAILAND
TJ	TAJIKISTAN
TO	TOGO
TP	SAO TOME AND PRINCIPE
TQ	TONGAREVA
TR	TURKS AND CALCOS ISLANDS (DEPENDENT TERRITORY OF THE UNITED KINGDOM)
TS	NEVIS AND SAINT CHRISTOPHER (SAINT KITTS)
TT	TRINIDAD AND TOBAGO
TU	TUNISIA
TV	TUVALU
TW	TAIWAN, REPUBLIC OF CHINA
TY	TURKEY
TZ	TANZANIA, UNITED REPUBLIC OF
UG	UGANDA
UK	UKRAINE
UM	MAURITIUS
UR	TURKMENSTAN
UV	BURKINA FASO
UY	URUGUAY
UZ	UZBEKISTAN, REPUBLIC OF
VB	BRITISH VIRGIN ISLANDS
VV	SAINT VINCENT AND THE GRENADINES
VY	VATICAN CITY
VZ	VENEZUELA, REPUBLIC OF
WB	WEST BANK
WF	WALLIS AND FUTUNA, TERRITORY OF THE (FRENCH OVERSEAS TERRITORY)
WL	WALES
WN	WEST INDIES (FOR WEST INDIES ISLANDS NOT FOUND IN THIS LISTING)
WS	WESTERN SAMOA
YG	YUGOSLAVIA
YO	MAYOTTE, TERRITORIAL COLLECTIVITY OF
YY	ANY COUNTRY NOT LISTED
ZB	MARTINIQUE
ZC	SURINAME
ZD	MACEDONIA
ZI	CANARY ISLANDS
ZM	ZAMBIA, REPUBLIC OF
ZO	MOZAMBIQUE
ZR	ZAIRE, REPUBLIC OF

AL	Alabama
AK	Alaska
AM	American Samoa
AZ	Arizona
AR	Arkansas
BK	Baker Island
CA	California
CZ	Canal Zone
CG	Caroline Islands
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia
FL	Florida
GA	Georgia
GM	Guam
HI	Hawaii
HO	Howland Island
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
JR	Jarvis Island
JI	Johnston Island
KS	Kansas
KY	Kentucky
KI	Kingman Reef
LA	Louisiana
ME	Maine
MK	Mariana Islands
MH	Marshall Islands
MD	Maryland
MA	Massachusetts
MI	Michigan
MW	Midway Islands
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
VL	Navassa Island
NB	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
OH	Ohio
OK	Oklahoma
OR	Oregon
PL	Palmyra Atoll
PA	Pennsylvania

PR	Puerto Rico
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VI	U.S. Virgin Islands
VA	Virginia
WK	Wake Island
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming



The entry point is the Southeast Gates, located at 15th and Alexander Hamilton Place NW.