

FOIA MARKER

This is not a textual record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

Collection/Record Group: Clinton Presidential Records
Subgroup/Office of Origin: Public Liaison
Series/Staff Member: Subject Files
Subseries:

OA/ID Number: 18273
FolderID:

Folder Title:
[Digital Divide 2/23/2000]

Stack:	Row:	Section:	Shelf:	Position:
S	29	3	8	3

Jay's Dunn.

EVENT CHECKLIST FOR THE OFFICE OF PUBLIC LIAISON

U#: ~~U70226~~
U70237

Name: **DUNN**
Event: **Digital Divide**
Date: **Feb. 23, 2000 (Wed.)**
Time: **12:00-5:00 (3:00 hours)**
Location: **450**

ROOM SCHEDULING

- ☐ Room Reservation
- ☐ Room Confirmation
- ☐ Elevator Operator Reservation

EVENT MATERIAL & OUTREACH

- ☐ Invitation
- ☐ Agenda
- ☐ Called, E-mailed or Faxed Invitation to:
 - ☐ Speakers
 - ☐ Participants
- ☐ Waves
 - ☐ Speakers Confirmed
 - ☐ Participants Confirmed
 - ☐ Add Surrogate Clearer(s)
 - ☐ Total # Waved In ____
 - ☐ Total # on Clearance List ____
 - ☐ Total # of Guests Entering in 17th & G Entrance ____
- ☐ Vehicle and Driver Waved
 - ☐ Speakers
 - ☐ Guests
- ☐ Place Order for WH Folders

BRIEFING

- ☐ Briefing for M.B.C.
- ☐ Talking Points for M.B.C.
- ☐ Briefing for Speakers

FOOD

Inside Caterer:

- ☐ WH Mess - Approved
- ☐ WH Mess Delivery - Confirmed
- ☐ Time of Delivery ____

Outside Caterer:

- ☐ Driver and Vehicle Waved In
- ☐ Outside Caterer - Approved
- ☐ Outside Caterer - Confirmed
- ☐ Time of Delivery ____
- ☐ Time of Pick Up ____
- ☐ Driver and Vehicle Waved In (Pick Up)

HANDOUTS

- ☐ Inserts for Folders Copied
- ☐ # Handouts Collated in Folders ____

PEOPLE TO TALK TO

- ☐ Event Added to Weekly Calendar
- ☐ Event Added to M.B.C. Calendar
- ☐ OPL Staff at Gate
- ☐ Notified Secret Service at Entrance

PLEASE ATTACH THE FOLLOWING:

- ☐ Original List from Group
- ☐ Print Out of Waves List (Lotus Notes)
- ☐ Waves Confirmation List

THE INFORMATION IN THIS FOLDER WAS FILED IN A WHITE BINDER IN JAY
DUNN'S OFFICE TITLED **DIGITAL DIVIDE RSVP INFO**.

FRI., MARCH 3, 2000

11:30 a.m.

JESSICA GREENE