

**TO DPC STAFF**

**PLEASE USE when  
preparing  
Scheduling  
Requests**

**MEMORANDUM FOR DISTRIBUTION**

**From:** Erskine Bowles  
**Date:** February 6, 1995  
**Subject:** EVENT MESSAGE FORM

Please find attached a copy of a newly developed Event Message Form.

This form is now a required component of all scheduling proposals. Requests submitted without a complete Event Message Form will not be accepted. After you submit your request, the message must be approved by both Mark Gearan and Billy Webster.

By using this form properly, we will only schedule a Presidential event if we can clearly describe its desired outcome and message. We will be able to prioritize requests more effectively, prepare communications and outreach materials with more lead time, and provide a more consistent focus to the President's schedule.

If you need additional copies of this form or if you have questions regarding this process, please contact my office at 6-1961 or Billy Webster's office at 6-2823.

Thank you.

**ATTACHMENT - Event Message Form**

## EVENT MESSAGE FORM

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Lead Advance: \_\_\_\_\_

Deadline: \_\_\_\_\_

Mark Gearan's Initials: \_\_\_\_\_

Billy Webster's Initials: \_\_\_\_\_

DESIRED "HEADLINE":

MESSAGE THAT THE PRESIDENT WILL CONVEY:

DESIRED VISUAL FOR EVENT:

DESIRED AUDIENCE AT SITE:

CONCISE ANSWER TO THE QUESTION, "WHY ARE WE DOING THIS EVENT?"

*Jen - jyi*

THE WHITE HOUSE  
WASHINGTON

SCHEDULE PROPOSAL

TODAY'S DATE: 1/11/95

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☐ ACCEPT

☐ REGRET

☐ PENDING

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TO: Billy Webster  
Director of Scheduling and Advance

FROM: Carol Rasco *CR*

REQUEST: Meeting

PURPOSE: To brief the President on the Medicaid block grant/cap issue likely to be raised by the Governors during their meeting and by the Republicans during the deliberations on their budget proposal

BACKGROUND: Continuation of health care meetings

PREVIOUS PARTICIPATION: The President attended one health care meeting in December.

DATE AND TIME: January 16-19

DURATION: Two hours

LOCATION: The White House

PARTICIPANTS: See attached

OUTLINE OF EVENTS: None

REMARKS REQUIRED: None

MEDIA COVERAGE: Closed press

FIRST LADY'S ATTENDANCE: Yes

VICE PRESIDENT'S ATTENDANCE: Yes

RECOMMENDED BY: Carol Rasco, George Stephanopoulos

CONTACT: Jennifer Klein (6-2599)  
ORIGIN OF THIS PROPOSAL: White House Staff  
SECOND LADY'S ATTENDANCE: Yes

List of Participants

The Vice President  
The First Lady  
The Second Lady  
Secretary Reich  
Secretary Shalala  
The Acting Secretary of the Treasury  
Alice Rivlin  
Laura Tyson  
Leon Panetta  
Harold Ickes  
George Stephanopoulos  
Pat Griffin  
Mark Gearan  
Bob Rubin  
Carol Rasco  
Bill Galston  
Gene Sperling  
Bo Cutter  
Chris Jennings

J.

THE WHITE HOUSE  
WASHINGTON

Schedule Proposal

October 20, 1994

Accept

Reject

Pending

TO: Billy Webster

FROM: Bob Rubin *BR*  
Assistant to the President for Economic Policy

Carol H. Rasco *CR*  
Assistant to the President for Domestic Policy

REQUEST: President's participation in a series of meetings  
to decide health care policy.

PURPOSE: 2 hours Outline options and seek guidance on  
threshold questions (e.g., budget  
questions)

2 hours Discussion of policy options, including  
presentation of policy group  
recommendations and opposing views

2 hours Continue discussion of policy options

2 hours Reach preliminary conclusions

DATE/TIME: Over period between 11/22/94 and Christmas week.

LOCATION: The White House

PARTICIPANTS: TBD

MEDIA: Closed Press

RECOMMENDED: Bob Rubin and Carol Rasco

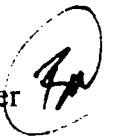
CONTACT: Bob Rubin

cc: Stephanie Streett

DEC - 8 1994

THE WHITE HOUSE  
WASHINGTON

## MEMORANDUM TO SENIOR STAFF

**From:** Billy Webster   
**Date:** December 8, 1994  
**Re:** Schedule Proposal Format

Over the course of last few months, we have found the need for two additional categories to be placed on all incoming scheduling proposals. The first new requirement affects the amount of time requested. In addition to the time needed for the actual proposed event, we need a listing of any pre-event briefing time that might be necessary. You will notice on the attached proposal that "Briefing Time" is now listed below "Date and Time" in its own separate category.

The second addition to the format is "Origin of Proposal". It is important for us to know whether an event stems from an outside invitation or from the White House. If an invitation does exist, please attach it to the related proposal. We would ask that this information be listed at the bottom of all incoming scheduling requests (see attached again).

Your cooperation in standardizing all scheduling proposals to this new format is greatly appreciated. Thank you.

SCHEDULE PROPOSAL

TODAY'S DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

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|                                 |                                 |                                  |
|---------------------------------|---------------------------------|----------------------------------|
| <input type="checkbox"/> ACCEPT | <input type="checkbox"/> REGRET | <input type="checkbox"/> PENDING |
|---------------------------------|---------------------------------|----------------------------------|

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TO: Billy Webster  
Director of Scheduling and Advance

FROM: (Assistant to the President)

REQUEST: (Meeting, briefing, speech, reception, drop-by, etc.)

PURPOSE: (Reasons why the President should honor request; what is the desired outcome?)

BACKGROUND: (Additional pertinent information)

PREVIOUS PARTICIPATION: (The President's previous participation with this organization or individual)

DATE AND TIME: (Open if no date is given, please indicate some deadline either way)

BRIEFING TIME: (If necessary, please indicate separately)

DURATION: (Amount of time that the President is committed)

LOCATION: (Identify the preferred location and rainsite in case of inclement weather)

PARTICIPANTS: (Attach list if more than five)

OUTLINE OF EVENTS: (Including description of the President's participation)

REMARKS REQUIRED: (Major speech, talking points, brief remarks, etc. Who will be preparing the remarks and /or briefings?)

MEDIA COVERAGE: (Type of media, photo coverage, if any)

**PLEASE SEE 2ND PAGE!!**



FIRST LADY'S ATTENDANCE:

VICE PRESIDENT'S ATTENDANCE:

RECOMMENDED BY:

CONTACT: White House Contact and Phone Number

ORIGIN OF THIS PROPOSAL: Invitation or White House Staff generated proposal.

SECOND LADY'S ATTENDANCE:

# COVERAGE GROUP

|                 | <u>Work</u>               | <u>Home</u> | <u>Pager</u> |
|-----------------|---------------------------|-------------|--------------|
| Gary Claxton    | 690-5751                  | 301-        |              |
| Judy Feder      | 690-7858                  |             |              |
| Bill Galston    | 456-2999                  |             |              |
| Richard Hinz    | 622-1327                  |             |              |
| Chris Jennings  | 456-5560                  |             |              |
| Jennifer Klein  | 456-2599                  |             |              |
| Jack Lew        | 395-4790                  |             |              |
| Dan Maguire     | 219-4592                  |             |              |
| Meredith Miller | 219-8233                  |             |              |
| Mark Miller     | 395- <del>4936</del> 7810 |             |              |
| Nancy-Ann Min   | 395-5178                  |             |              |
| Kim O'Neill     | 456-5587                  |             |              |
| Gene Sperling   | 456-2620                  |             |              |
| Ken Thorpe      | 690-6870                  |             |              |
| Marina Weiss    | 622-0090                  |             |              |

THE WHITE HOUSE  
WASHINGTON

BUDGET BRIEFING

OIL  
Per  
Toll

December 16, 1994

DATE: December 19, 1994  
LOCATION: Cabinet Room  
TIME: 8:30am to 10:15am  
FROM: Robert E. Rubin

I. Purpose/Background

Meeting with Cabinet members and senior staff to discuss budget issues.

II. Participants

The President  
Secretary Reich  
Secretary Bentsen  
Bob Rubin  
Laura Tyson  
Pat Griffin  
Carol Rasco  
Gene Sperling

Vice President  
Jack Quinn  
Alice Rivlin  
Leon Panetta  
George Stephanopoulos  
Frank Newman  
Bo Cutter

III. Press Plan

None

IV. Sequence of Events

Open discussion of budget issues.

V. Remarks

None required.

## E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E N T

21-Nov-1994 06:08pm

TO:           Jennifer L. Klein  
 TO:           Jeremy D. Benami  
 TO:           Linda J. McLaughlin  
 TO:           Margaret P. Smith

FROM:         Sylvia M. Mathews  
               Economic and Domestic Policy

SUBJECT:     Health Care, Welfare, and Pol/Govt Reform meetings

Here is the schedule with the POTUS as it now stands:

Political/Government Reform

|        |   |           |
|--------|---|-----------|
| Nov 29 | T | 4:00-5:00 |
|--------|---|-----------|

Health Care

|        |   |             |
|--------|---|-------------|
| Dec 12 | M | 4:45-6:45   |
| 13     | T | 4:00 - 6:00 |

Welfare

|        |   |        |
|--------|---|--------|
| Dec 16 | F | 1 hour |
| 20     | T | 1 hour |

E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E N T

17-Nov-1994 04:06pm

TO:           (See Below)

FROM:       Margaret P. Smith  
             Economic and Domestic Policy

SUBJECT:   Health Care Policy Group Meetings

The Health Care Policy Group meeting scheduled for Friday, November 18 has been cancelled. As of today, the meetings that have been scheduled for next week will be:

|                        |            |                |
|------------------------|------------|----------------|
| Monday, November 21    | 11:00-1:00 | Map Room       |
| Tuesday, November 22   | 12:00-1:00 | Roosevelt Room |
| Wednesday, November 23 | 9:00-11:00 | Map Room       |

At the meeting on Tuesday, a presentation on regulatory initiatives will be given by HHS. As always, if there are changes you will be notified. Please feel free to call me if you have any questions on 456-5373.

Distribution:

TO: FAX (9456-6298,Cynthia Gire)  
TO: FAX (9622-0073,Secretary Bentsen)  
TO: FAX (9690-6166,Secretary Shalala)  
TO: FAX (9395-6958,Laura Tyson)  
TO: FAX (9456-2317,Patti Solis)  
TO: Valerie M. Owens  
TO: Matthew L. Miller  
TO: Jennifer N. Palmieri  
TO: Denise Ricketson  
TO: Rosalyn A. Miller  
TO: Paul A. Deegan  
TO: Christopher C. Jennings  
TO: FAX (9456-2878,Bill Galston)  
TO: Erin A. O'Connor  
TO: Steven A. Cohen  
TO: Heather Beckel  
TO: Elisabeth L. Lindemuth  
TO: Linda J. McLaughlin  
TO: Sylvia M. Mathews  
TO: Kimberly J. O'Neill  
TO: Jennifer L. Klein

TO: Diane G. Limo  
TO: Stacey L. Rubin  
TO: Frances E. Walden  
TO: Kathryn J. Way

E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E N T

09-Nov-1994 06:16pm

TO:            FAX (9456-2317, Sara Grote)

FROM:         Margaret P. Smith  
               Economic and Domestic Policy

SUBJECT:      Attendee List - Health Care Meeting

For Thursday meeting, attendees are:

Mrs. Clinton  
Mrs. Gore  
Leon Panetta - ?  
George Stephanopoulos  
Pat Griffin  
Bob Rubin  
Carol Rasco  
Gene Sperling  
Bill Galston  
Ira Magaziner  
Chris Jennings  
Kathi Way  
~~Kim O'Neill~~  
Lorrie McHugh

Secretary Bentsen  
Frank Newman  
Les Samuels

*delete 1*

Judy Feder  
Jerry Klepner

*delete 1*

Secretary Reich  
Alan Krueger

Alice Rivlin  
Nancy Ann Min  
Jack Lew

*delete 1*

Laura Tyson

Sylvia Mathews

There will not be any additions.

## WHITE HOUSE

Mrs. Clinton  
Melan Verveer  
Mrs. Gore  
Skila Harris  
Leon Panetta  
George S.  
Pat Griffin  
Bob Rubin  
Carol Rasco  
Gene Sperling  
Bo Cutter  
Bill Galston  
Ira Magaziner  
Chris Jennings  
Lorrie McHugh  
✓Jennifer Klein  
✓Kathi Way  
✓Kim O'Neill

✓ Secretary Bentsen      622-0016  
Marina Weiss  
✓Frank Neuman  
✓Les Samuels

✓ Secretary Shalala  
Judy Feder  
✓Jerry

✓ Secretary Reich      - Kitty Higgins      219-8274  
Alan Krueger

✓ Alice Rivlin  
Nancy-Ann Min  
✓Matt Miller  
✓Jack Lew

Laura Tyson  
Martin Baily

Intergov ———  
Political ———  
Legis ———  
Public Liason ———  
Communications ✓  
Policies ✓ ———  
[Cabinet Affairs]  
\* Skila, Melan

usmex's  
office  
Epstein?  
Manning



E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E N T

26-Oct-1994 11:38am

TO:            Sylvia M. Mathews  
TO:            Jennifer L. Klein  
  
FROM:          Margaret P. Smith  
              Economic and Domestic Policy  
  
SUBJECT:      Map Roo Meetings

Results of calls for November meetings:

Mrs. Clinton - November 9 & 10 - 3:00pm-5:00pm  
                 November 15 & 18 - out of the country (APEC)  
  
Sec Bentsen - November 9 & 10 - 3:00pm-5:00pm\*\*  
                 November 15 - open  
                 November 18 - a.m. mtg possible; may be going out  
                                         of town  
  
Sec Shalala - November 9 - 3:00pm-5:00pm  
                 November 10- a.m. event at WH; p.m. to New York  
                 November 15- after 1:00 available  
                 November 18- open now  
  
Bob Rubin - November 9 & 10 - 3:00pm-5:00pm  
                 November 15 & 18 - possible APEC events  
  
Carol Rasco - November 9 & 10 - 3:00pm-5:00pm  
                 November 15 - p.m. best  
                 November 18 - out of town

\*\*FYI - I got a call back from Bentsen's scheduling office asking if we could possibly change the meeting on the 10th to the morning. Reason - Marina Weiss, the staff person for health care and would accompany Bentsen, will be doing an event in Houston the afternoon of the 10th. I thought this was asking a bit much since the KEY people are available, I told Marne that I would check and get back to her. Your decision, let me know.

E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E N T

26-Oct-1994 11:46am

TO:            Sylvia M. Mathews  
TO:            Jennifer L. Klein  
  
FROM:          Margaret P. Smith  
                Economic and Domestic Policy  
  
SUBJECT:      Map Room Meetings

I forgot Rivlin's schedule. The budget review meetings are scheduled for all those days 10-12 and 2-4.