

Assignment - Martin Products All-Hands Event Part One

September 07, 2024

Information “You Need to Know”:

- Confirmation on whether slides or just a verbal update is needed: Check with Cindy Lane (CoS to the CEO) to clarify if Dellah Shaw wants a slide presentation or just a verbal update.
 - Location and technology setup for the All-Hands meeting: Confirm with Cindy Lane about the location and any technology requirements (e.g., projectors, screens, etc.).
 - Ensure the event is on Sam’s calendar: Check with Hal Haustrom (Sam’s Executive Assistant) to ensure the All-Hands meeting is on Sam’s calendar and that he knows the specific timing.
 - Slides from Shelly McIntyre: Reach out to Shelly McIntyre to obtain or review the slides she presented at Sam’s recent All-Hands meeting for possible reuse or update.
 - Any additional details from the planning meeting: Ask Cindy Lane if there are any specific expectations from Sam’s presentation based on the planning meeting she led last week.
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Email Drafts:

Email to Cindy Lane (CoS to the CEO)

Subject: Clarification on All-Hands Presentation for Innovation Team Update

Hi Cindy,

I hope you’re doing well. Sam has been asked to update the Innovation Team’s progress at the upcoming All-Hands on Wednesday, 11/2. I wanted to check in with you to clarify a few things:

- Does Dellah prefer Sam to present using slides, or is a verbal update sufficient?
- Please confirm the location of the meeting and any technology requirements (e.g., projector, screen, etc.).
- Were there any specific requests or points from last week’s planning meeting that I should be aware of for Sam’s presentation?

Thanks so much for your help!

Best,

Christina

Chief of Staff to Sam Kintzah

Email to Hal Hastrum (Sam's Executive Assistant)

Subject: Confirming All-Hands Meeting on Sam's Calendar

Hi Hal,

I wanted to check in and ensure that the All-Hands meeting on Wednesday, 11/2, from 10 am-12 pm is on Sam's calendar and that he's set to provide the Innovation Team progress update. Please let me know if there's anything I can help coordinate on this.

Best,
Christina
Chief of Staff to Sam Kintzah

Email to Shelly McIntyre (VP of Innovation)

Subject: Slides for Innovation Team Update at Upcoming All-Hands

Hi Shelly,

I'm helping Sam prepare for the upcoming All-Hands meeting on 11/2, during which he'll provide an update on the Innovation Team's progress. I understand you recently presented on this topic at Sam's All-Hands meeting—could you share those slides with me? I'd like to review them and see if we can reuse or update them for the upcoming meeting.

Thanks so much!

Best,
Christina
Chief of Staff to Sam Kintzah