

## Unknown

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**From:** Fagerstrom, Erika (GOV) [erika.fagerstrom@alaska.gov]

**Sent:** Monday, May 19, 2008 1:05 PM

**To:** fek9wnr@yahoo.com

Hi Todd,

I attached this to the email in a word document, might make for easier reading.

Here's what was proposed and came out of the meeting with Cathie Roemmich and the two Capital City Celebrations board members. As the host for this event, you'll have the final say on everything.

Former First Ladies Tea  
Saturday, August 2, 2008  
Reception 2:00 to 4:00pm.  
100 Guests

### **GUEST LIST**

Mr. Palin's Guest List

First Ladies & Guest(s)

Capital City Celebrations Board Members & spouse

Juneau's Top 50 Volunteers

If there's still room, we'd re-visit who to invite and submit that list to you for your approval.

The committee was trying to figure out the best way to invite a diverse group of locals, so they came up with the Top 50 idea.

Juneau's Top 50 Community Volunteers:

Capital City Celebrations would accept nominations, and then select Juneau's Top 50

Volunteers. The Top 50 would be invited to the Tea, and other events throughout the year.

Many ideas were discussed, but this seemed like an objective way to choose half of the guests for the tea and honor those who have stepped out as volunteers in the community. It's important to include our youth, so an extra effort will be made to target service organizations and schools, so that guests would also include a young/teen age group.

### **INVITATIONS**

Unless you would like to make the phone call, I would call or email the former First Ladies and give them advance notice of the tea and see if they would be available.

#### **Invitations:**

We could send out the invitation from you and the committee; I could send some rough draft ideas for your approval. Let me know if you have any format or wording that you'd like for me to follow?

### **TRAVEL & LODGING**

The Capital City Celebrations committee could look for donations for airline tickets and hotel accommodations. Do you have any thoughts or guidelines for this? If not, I can have them take care of the arrangements and run it by you for final approval.

### **FUNDRAISING**

The only fundraising that's being considered is having the First Spouse' sign a few prints that could later be sold.

**ROSTON 02486**

10/14/2009

### **MEDIA COVERAGE**

The committee is looking to have this covered by the media. If that's okay with you then they will proceed with contacting KTOO and others.

### **PRE-EVENT**

Would you want to have a lunch from about 12:00 to 1:00pm. for only you and the Former 1<sup>st</sup> Ladies? It would be a great opportunity to visit with them and hear their stories.

We could invite the Capital City Celebrations committee to the lunch as well, or have them come at 1:30pm. (half an hour before the reception), so they have a chance to meet you and the 1<sup>st</sup> Ladies, before everyone else arrives.

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I'm sure you're aware that this is all time sensitive as there's a lot of preliminary planning, most importantly contacting the 1<sup>st</sup> Ladies to check on their availability. Please let me know what is acceptable and what changes you'd like to make. We could start from scratch if you had envisioned something totally different then what's listed.

Thanks,  
Erika

***Erika Fagerstrom***

*Executive Residence Manager*

*Governor's House*

*State of Alaska, Office of the Governor*

*716 Calhoun Avenue, Juneau, Alaska 99801*

*Phone: 907-465-3500; Fax: 907-465-2031*

**ROSTON 02487**

10/14/2009