

From: Prosper, Terrie D.
Sent: 4/14/2013 7:31:31 PM
To: Doll, Laura (/O=PG&E/OU=CORPORATE/CN=RECIPIENTS/CN=LRDD)
Cc: Malashenko, Elizaveta I. (elizaveta.malashenko@cpuc.ca.gov)
Bcc:
Subject: RE: Don't know if this will be helpful

Thanks, Laura, looks good.

Here are a few other thoughts off the top of my head.

If we want any of the PowerPoints posted online, then you can send them to me for posting the first day of the event. That way, if people ask for them you can tell them they can print them online.

Needed

* Someone(s) to man a "welcome" table that has:

- Agenda/bios handout (if attendees want to bring handouts, such as their PowerPoint) these would go there)

- Sign-in sheets (attendees and press)

- Name tags (if applicable?)

* Roaming mics and someone to(s) to hold them and hand them out to speaking audience members (if applicable?)

* Someone to control the PowerPoints and ensure they are displaying

* Is someone going to play MC at the event?

Graphic Design Needs (I will take care of these)

* Welcome Poster

* Welcome PowerPoint Slide

* Name plates/tent cards (if applicable?)

From: Doll, Laura [LRDD@pge.com]
Sent: Friday, April 12, 2013 6:34 PM
To: Prosper, Terrie D.
Subject: Don't know if this will be helpful

But I had to put together a “flow” description for myself to try to picture the two days.

It will get added to, but it does have all the panel questions in once place, and some thoughts about what Mike and Hagan might say, etc.

I’m trying to meet with Carol Brown next week to make sure she is clear on Mike’s role.

Less than 4 weeks. Oh my, I’ll want to go into a bar and never come out on May 8, 2:00 pm.

Laura Doll

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