

From: Prosper, Terrie D.
Sent: 4/24/2013 6:25:27 PM
To: Doll, Laura (/O=PG&E/OU=CORPORATE/CN=RECIPIENTS/CN=LRDD);
Malashenko, Elizaveta I. (elizaveta.malashenko@cpuc.ca.gov)
Cc:
Bcc:
Subject: Cancelling Tasks

Soooo.... Here's what I can think of that needs to be done (on Thursday), and who I think should do it.

- Pull from Daily Calendar (I already sent an email and cc'd Liza)

- Notify speakers: Laura

- Send email to all who received invitation (I will do this. Is the language I used in the Information Alert I just sent out OK to use?)

- Cancel Auditorium: Liza

- Cancel our IT services (I already sent an email cancelling Robert Stanford's services)

- Cancel dinner (Laura)

- Cancel drink vendor (Laura)

- Notify other utilities that were involved (Laura)

- Delete registration page and notify all who registered (Laura with Andrea's assistance)

- Delete event's web page and remove from the What's Hot calendar (I've already requested that the event page be taken down asap and I removed the event from the What's Hot calendar)

Anything else??

Terrie

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