

## Long Term Updates

Email Amy and cc Missy and Stella, and your entire team

- Subject: **Long Term Update**
  - This is important. It should say nothing more and nothing less than this. You can include updates for more than one event in an email.
  - Body: Relevant info only. I need to be able to read this quickly and pick out only what I need to send up. The changes need to be made clear- **highlight them** or **put them in red**, it's important to clearly indicate what exactly the update is.
  - It's often more helpful to include ALL of the details for the event in the update, rather than just what is being changed.
- Your job is to fill in the holes as you have the information.
- Every event needs the following details
  - **Location** (Name of location, Room, Floor, Suite #, exact address and zip code)
  - **Details:**
    - -Attendees (Total # and VIPS (Members, candidates with district etc) confirmed to attend)
    - Reservation information (# and name it is under)
    - Event run time (for events, not meetings)
    - Timeline that is exactly what you put in your briefing)
  - **Staff** (Missy, Stella, etc, with cell phone number)
  - **Site Contact** - this is the SITE contact- someone at the office, hotel, event space that can give details to NPs security team. This is the person the security detail will call to do the walk-thru of the event. This is important. Please note, this shouldn't be a campaign staffer, but rather a person who is on site ahead of the event
  - **Contact**- For finance meetings only, a contact number for the person NP is meeting with and what type of number it is (preferably cell)

### Shell of Event:

Day of Week and DATE

TIME: TITLE

Location:

Details: (Tic Toc)

- Event Run Time =

- Attendees = TBD/Reps. X, Y, and Z

Staff:

Site Contact:

Contact: (if a finance meeting)

Ultimately, an update will start like this:

**Friday 01.24.14**

**5:30 PM - 7:30 PM TIME TENT DCCC RECEPTION HOSTED BY REP. MATSUI**

Location: TBD Sacramento, CA

Details: TBD

Event run time: 5:30p – 7:30p

- Time and location have not been confirmed

- Attendees = TBD

Staff: TBD

Site contact: TBD

Then end up like this:

**Friday 01.24.14**

**5:30 PM - 7:30 PM DCCC RECEPTION HOSTED BY REP. MATSUI**

Location: Home of Tina Thomas and Bill Abbot, 2722 Coleman Way, Sacramento, CA 95818

Details:

Event run time: 5:30p – 7:30p

- 5:30p = Event begins

- 6p = Tina Thomas offers welcome and introduces Rep. Matsui

- **6:05p = Rep. Matsui speaks and introduces you**

- **6:10p = You speak**

- 7:30p = Event concludes

- This event will be outside on grass

- Attendees = 45 / Reps. Lee, and Matsui; Candidates Michael Eggman (CA-10) and Amanda Renteria (CA-21)

Staff: Lisa Presta, (415) 515-5452 c

Site contact: Tina Thomas, (916) 736-9334 h