**Schedule Requests Process:**

1. Submit to Missy or Lindsey for them to approve
2. E-mail to Emma w/ “Schedule Request for Crider Approval” in the subject line, ccing Missy or Lindsey
3. Emma will submit to Crider for approval
4. Once Crider signs off on, Emma will alert you that she has approved and send to up to NP’s office for approval
5. Check the long term daily! Sometimes there is a lag between when schedule requests are sent up and when they actually hit the long term. Details can be missed; therefore it is important that you are always watching what is actually getting printed!

**Talking Points Request Process:**

1. Submit a talking point request to Sarah ASAP, even if you are missing a couple of details or you anticipate attendees to change, submit the initial request immediately. Sarah will work on drafts weeks in advance and the more notice you give her the better! Please cc Emma on all talking points request.

\*\*Please note, Emma will send out an “Upcoming Deadlines” email generally 2 weeks in advance of any event and Sarah’s deadline to have a final version for NP’s office WILL be on there. Therefore, it is not fair to her if she is receiving a deadline for something she has no details about!

1. Continue to submit any updated changes to Sarah as soon as you have them. She will be able to update her drafts accordingly.
2. Sarah will have her final draft approved by Jenn and will send back a final copy of the talking points to the relevant region and cc Emma.
3. Emma will then send all final talking points up to NP’s office one to two days in advance of the event depending on NP’s office’s deadline.

**LONG TERM UPDATES:**

As soon as an event or meeting hit’s NP’s long term regions need to be working in on filling in all the below details as early as possible:

* Date/Time
* Location:
	+ Address/City/State
	+ Specific room location/floor/suite/apt. # etc.
	+ General location phone number
* Event Details:
	+ Runtime
	+ Tick tock (this should match what is in your briefing)
* Attendees:
	+ Total head count
	+ Members/VIP’s
* Reservation Details (if applicable)
	+ Party number and name the reservation is under
* Staff & their cell phone
* Site Contact & phone number

Please send Emma all long term updates as soon as you receive them. All LT Update e-mails should say “Long Term Update” in the subject line. Please note that Emma will send a compilation of all LT Updates around 5 each day or prior to when the daily packet deadline is due. Please be aware of this! It is not helpful to sit on updates all day then wait to send them to Emma at 6 pm after NP has already updated/printed her schedule for the day!