

**From:** "CN=Clay Johnson III/OU=WHO/O=EOP [ WHO ]" <Clay Johnson III>

**To:** "Bradley A. Blakeman" <CN=Bradley A. Blakeman/OU=WHO/O=EOP@EOP [ WHO ]>  
"Stuart W. Bowen" <CN=Stuart W. Bowen/OU=WHO/O=EOP@EOP [ WHO ]>

**Sent:** 2001-09-11T03:28:51

**Subject:** : Harreit's picture

**Attachment(s):**

1. P\_1CTM3004\_WHO.TXT\_1.doc

##### Begin Original ARMS Header #####RECORD TYPE: PRESIDENTIAL (NOTES MAIL)CREATOR:Clay Johnson III ( CN=Clay Johnson III/OU=WHO/O=EOP [ WHO ] )CREATION DATE/TIME:11-SEP-2001 07:28:51.00SUBJECT:: Harreit's pictureTO:Bradley A. Blakeman ( CN=Bradley A. Blakeman/OU=WHO/O=EOP@EOP [ WHO ] )READ:UNKNOWNTO:Stuart W. Bowen ( CN=Stuart W. Bowen/OU=WHO/O=EOP@EOP [ WHO ] )READ:UNKNOWN##### End Original ARMS Header #####I have talked to Mike Gerson to get his latest thoughts on the preferred lead times for different types of Presidential talks. Our meeting tomorrow is to fold these into the overall preferred timetable, as there are some discrepancies currently.ATT CREATION TIME/DATE: 0 00:00:00.00File attachment <P\_1CTM3004\_WHO.TXT\_1>

**Attachment:**

P\_1CTM3004\_WHO.TXT\_1.doc

# Project Officer Worksheet

Event \_\_\_\_\_ Date \_\_\_\_\_

Project Officer \_\_\_\_\_

	<u>Preferred</u>	<u>Actual</u>
Schedule approval -Video request	-3 mos_____	_____
-Domestic travel	-1 mos_____	_____
-Mtg w/ Head of State	-1 mos_____	_____
-Mtg. In DC	-1 wk _____	_____
-Photo Ops in Oval	-1 wk _____	_____
-Mtg in WH	-4 days_____	_____
-Phone calls at WH	-4 days_____	_____
Request to Speechwriting	-Address -? days_____	
-Speech	-? days_____	_____
-Talk Pts	-? days_____	_____
Venue reserved		_____
Info to Secret Service	-? Days_____	_____
Info to Communications	-3 days_____	_____
Venue/participant info to D. Bethel	-3 days_____	_____
Press info to Press/Media Affairs	-3 days_____	_____
Briefing papers to Staff Secy	-2 days_____	_____
Info to POTUS aide	-1 day _____	_____
If applicable -Social Secy office (tent cards)		-2 days_____
-Photo office	-1 day _____	_____
-Military office	-1 day _____	_____
-Visitor's office	-1 day _____	_____
-Usher's office	-1 day _____	_____
EVENT Date	_____	
Follow-up info to Staff Secy	+1 day _____	_____

Info to Diarist

+5 days \_\_\_\_\_

Speechwriting

	<u>Preferred</u>			<u>Actual</u>	
	<u>Add</u>	<u>Sp</u>	<u>T.Pt.</u>		
Request, w/ policy memo	-21	-12	-8	_____	_____
First draft to Mike	-11	-7	-6	_____	_____
Draft to Karen/Condi	-9	-5	-5	_____	_____
Staff out	-7	-4	-4	_____	_____
Comments, final paper, and acknowledgements due	-6	-3	-3	_____	_____
Final to POTUS	-5	-2	-2	_____	_____

EVENT