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Collection: Roberts, John G.: Files

**Folder Title:** JGR/Speeches (4 of 4)

**Box:** 51

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Name of Correspondent:	chard I	Jarm	an	
☐ MI Mail Report	User Codes: (A)	1	(B) (	C)
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UBJECT: SPEECH PLANNIN	G SCHEDULE	(11/6,	/84)		
	ACTION	I FYI		ACTIO	N FYI
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RESPONSE:

EVENT C. REMARKS	DATE	WRITER RESEARCHER	TOPIC/THEME/PURPOSE
RECEPTION FOR AMERICAN SECURITY COUNCIL'S COALITION FOR PEACE THROUGH STRENGTH	11/15 Thursday	Tony Julie	
RECEPTION FOR "VICTORY 84 COMMITTEE"	11/19 Monday	Dana Elizabeth	
"UNITY DINNER" OF THE SENATE REPUBLICANS	11/28 Wednesday		
PRESENTATION OF CONGRESSIONAL GOLD MEDAL TO HONOR CONGRESSMAN LEO J. RYAN	11/29 Thursday		
ATTEND 1984 KENNEDY CENTER HONORS NIGHT PROGRAM	12/02 Sunday		
D. FOREIGN VISITS			
STATE VISIT: GRAND DUKE JEAN OF LUXEMBOURG Arrival Ceremony State Dinner Toast Entertainment Thank You	11/13 Tuesday	Peter Julie	•

EVENT	DATE	WRITER RESEARCHER	TOPIC/THEME/PURPOSE	
STATE VISIT: FIJI PRIME MINISTER RATU MARA Arrival Ceremony State Dinner Toast Entertainment Thank You	11/27 Tuesday			
STATE VISIT: PRESIDENT JAIME LUSINCHI OF VENEZUELA Arrival Ceremony State Dinner Toast Entertainment Thank You	12/04 Tuesday		;	
E. TAPINGS				
TAPING: ETHICS & PUBLIC POLICY CENTER DINNER	11/12 Monday	Tony Kim		
TAPING: NATIONAL INTERFRATERNITY CONFERENCE MEETING	11/12 Monday	Al Elizabeth		
TAPING: HEISMAN TROPHY SHOW	11/12 Monday	Peter Julie		
TAPING: DEDICATION OF U.S.C. SCHOOL OF CINEMATOGRAPHY	11/12 Monday	Dana KimW		
TAPING: IRELAND FUND TRIBUTE TO PETER DAILEY	11/12 Monday		,	

EVENT	DATE	WRITER RESEARCHER	TOPIC/THEME/PURPOSE
TAPING: TRIBUTE TO REPUBLICAN NATIONAL CONVENTION STAFF	11/12 Monday		
G. RADIO TALKS			
RADIO TALK:	11/10 Saturday		
RADIO TALK:	11/17 Saturday		
RADIO TALK:	11/24 Saturday		

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### WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

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11/16/84

DATE:	11/16/8	ACTI	ON/CONCURR	RENCE/COMMENT DUE BY:			
SUBJECT:	SPEECH	PLANNING	SCHEDULE	(11/19	9/84)		
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REMARKS:							
RESPONSE							<u></u>

EVENT C. REMARKS	DATE	WRITER RESEARCHER	TOPIC/THEME/PURPOSE
"UNITY DINNER" AT THE LIBRARY OF CONGRESS	11/28 Wednesday	Peggy Kim	:
KENNEDY CENTER HONORS RECEPTION	12/02 Sunday	Peter Kim	
"CHRISTMAS IN WASHINGTON" CONCERT REMARKS REQUIRED ? ? ?	12/09 Sunday		
PSI CITATION CEREMONY	12/10 Monday		
CHRISTMAS TREE LIGHTING	12/13 Thursday		
D. FOREIGN VISITS			
DEPARTURE STATEMENT: PRIME MINISTER RATU MARA OF FIJI	11/27 Tuesday	Dana KimW	
DEPARTURE STATEMENT: CHANCELLOR HELMUT KOHL OF GERMANY	11/30 Friday	Dana Julie	

EVENT	DATE	WRITER RESEARCHER	TOPIC/THEME/PURPOSE
STATE VISIT: PRESIDENT JAIME LUSINCHI OF VENEZUELA Arrival Ceremony State Dinner Toast Entertainment Thank You	12/04 Tuesday	Dana Julie	-
DEPARTURE STATEMENT: PRESIDENT KOUNTCHE OF NIGER	12/11 Tuesday	Dana Julie	
E. TAPINGS			
TAPING: NCAA NATIONAL YOUTH SPORTS PROGRAM FILM	11/29 Thursday		

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DATE:	12/4/84 A	CTION/CONCURR	ENCE/CO	MMENT DUE BY:		
SUBJECT:	PRESIDENTIA	SPEECH PLA	ANNING	SCHEDULE (12/4/84)		
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REMARKS:						
Pleas	e provide any	comments to	Ben 1	Elliott		
RESPONSE:	:					

EVENT	DATE	WRITER RESEARCHER	TOPIC/THEME/PURPOSE
C. REMARKS			
PHOTO WITH HEISMAN TROPHY WINNER	12/06 Thursday	Peter Julie	
"CHRISTMAS IN WASHINGTON" CONCERT	12/09 Sunday	Dana Elizabeth	·
PSI CITATION CEREMONY	12/10 Monday	Peter Kim	
SIGNING CEREMONY FOR INTERNATIONAL HUMAN RIGHTS DAY	12/10 Monday	Tony Julie	
CHRISTMAS TREE LIGHTING	12/13 Thursday	Peggy Elizabeth	
D. FOREIGN VISITS			
DEPARTURE STATEMENT: PRESIDENT KOUNTCHE OF NIGER	12/11 Tuesday	Dana Julie	
F. OTHER	,		
INTRODUCTION TO NORMAN ROCKWELL'S PATRIOTIC TIMES	12/06 Thursday	Peter Elizabeth	· /

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DATE:	12/10/84	ACTION/CONCUR	RENCE/CO	MMENT DUE BY:		
SUBJECT:	PRESIDENT	IAL SPEECH PLA	NNING	SCHEDULE 12/10/84	: 	<u>-:: i</u>
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RESPONSE:

EVENT	DATE	WRITER RESEARCHER	TOPIC/THEME/PURPOSE
C. REMARKS			
CHRISTMAS TREE LIGHTING	12/13 Thursday	Peggy Elizabeth	•
PRESENTATION OF 1984 PRESIDENTIAL RANK AWARDS TO SENIOR EXECUTIVE MANAGERS	12/27 Monday	Dana KimW	
·			
D. FOREIGN VISITS			
DEPARTURE STATEMENT: PRESIDENT KOUNTCHE OF NIGER	12/11 Tuesday	Ben Julie	

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TE:	2/11/86	ACTION/CONC	JRRENCE	COMMENT DUE BY: _	,
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EVENT	DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS
NEWS CONFERENCE OPENING STATEMENT BUDGET	02/11 Tuesday	Ben Carol				
FUNDRAISER FOR GOVERNOR KIT BOND ST. LOUIS, MISSOURI	02/12 Wednesday	Dana KimW	02/05 4:00 Wednesday	02/06 10:00 Thursday	02/07 3:00 Friday	
RADIO TALK:	02/15 Saturday					
DROPBY BRIEFING FOR THE BUSINESS COUNCIL	02/19 Wednesday	Peter Kim	02/11 Tuesday	02/11 Tuesday	02/14 Friday	
TV ADDRESS: PEACE & NATIONAL SECURITY	02/19 Wednesday	Ben Peggy Pat KimW				
QUEENS PARK ST. GEORGE, GRENADA	02/20 Thursday	Dana Rowena	02/13 4:00 Thursday	02/14 10:00 Friday	02/18 3:00 Tuesday	
DROPBY HOUSE REPUBLICAN CONFERENCE	02/21 Friday	Josh Carol	02/14 4:00 Friday	02/18 10:00 Tuesday	02/19 3:00 Wednesday	

EVENT	DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS
RADIO TALK:	02/22 Saturday					
DINNER WITH THE NATION'S GOVERNORS ENTERTAINMENT THANK YOU & REMARKS	02/23 Sunday	Tony KimW	02/18 4:00 Tuesday	02/19 10:00 Wednesday	02/20 3:00 Thursday	Cards - Friday
ADDRESS TO THE NATION'S GOVERNORS	02/24 Monday	Peter Kim	02/18 4:00 Tuesday	02/19 10:00 Wednesday	02/20 3:00 Thursday	Cards - Friday
PRESIDENT BIYA OF CAMEROON: DEPARTURE STATEMENT	02/27 Thursday	Dana Rowena	02/24 Monday	02/24 Monday	02/25 3:00 Tuesday	
RECEPTION FOR MAJOR DONORS TO CONSERVATIVE GROUPS	02/27 Thursday	Tony Carol	02/21 4:00 Friday	02/24 10:00 Monday	02/25 3:00 Tuesday	
RADIO TALK:	03/01 Saturday					
DROPBY DINNER HONORING SENATOR LAXALT	03/03 Monday	Tony Carol	02/25 4:00 Tuesday	02/26 10:00 Wednesday	02/27 3:00 Thursday	
RECEPTION FOR NATIONAL NEWSPAPER ASSOCIATION	03/06 Thursday	Peter Kim	02/28 4:00 Friday	03/03 10:00 Monday	03/04 3:00 Tuesday	

EVENT	DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS
RECEPTION FOR SENATOR MURKOWSKI	03/06 Thursday	Dana Rowena	02/28 <b>4:</b> 00 Friday	03/03 10:00 Monday	03/04 3:00 Tuesday	
RADIO TALK:	03/08 Saturday					
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KINGON					
LACY					

RESPONSE:

EVENT	DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS
PRESIDENT BIYA OF CAMEROON: DEPARTURE STATEMENT	02/27 Thursday	Dana Rowena	02/24 Monday	02/24 Monday	02/25 3:00 Tuesday	
RECEPTION FOR MAJOR DONORS TO CONSERVATIVE GROUPS	02/27 Thursday	Tony Carol	02/21 <b>4:</b> 00 Friday	02/24 10:00 Monday	02/25 3:00 Tuesday	
TAPING: TRIBUTE TO KING HASSAN OF MOROCCO	02/28 Friday	Ben KimW	02/24 Monday	02/24 Monday	02/27 3:00 Thursday	
TAPING: COALITION FOR S.D.I.	02/28 Friday	Josh Kim	02/24 Monday	02/24 Monday	02/27 3:00 Thursday	
TAPING: U.S.C. TRIBUTE TO VIRGINIA RAMO	02/28 Friday	Peter Rowena	02/24 Monday	02/24 Monday	02/27 3:00 Thursday	
TAPING: TRIBUTE TO DR. DENNIS O'LEARY	02/28 Friday	Carol	02/26 Wednesday	02/26 Wednesday	02/27 3:00 Thursday	
DROPBY BRIEFING FOR COLUMNISTS AND COMMENTATORS	02/28 Friday	Peggy Kim	02/25 <b>4:</b> 00 Tuesday	02/26 10:00 Wednesday	02/27 9:00 Thursday	

EVENT	DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS
RADIO TALK: PACKARD COMMISSION	03/01 Saturday	Josh Rowena	02/26 Wednesday	02/26 Wednesday	02/27 3:00 Thursday	
DROPBY DINNER HONORING SENATOR LAXALT	03/03 Monday	Tony Carol	02/25 <b>4:</b> 00 Tuesday	02/26 10:00 Wednesday	02/27 3:00 Thursday	
RECEIVE "WHAT WORKS" REPORT FROM SECRETARY BENNETT	03/04 Tuesday	Peter Kim	02/27 10:00 Thursday	02/27 11:00 Thursday	02/28 3:00 Friday	
RECEPTION FOR NATIONAL NEWSPAPER ASSOCIATION	03/06 Thursday	Peter Kim	02/28 <b>4:</b> 00 Friday	03/03 10:00 Monday	03/04 3:00 Tuesday	
RECEPTION FOR SENATOR MURKOWSKI	03/06 Thursday	Dana Rowena	02/28 4:00 Friday	03/03 10:00 Monday	03/04 3:00 Tuesday	,
RADIO TALK:	03/08 Saturday	Carol			-	
TAPING: CAMP GOOD TIMES DOCUMENTARY	03/10 Monday	Dana Kim	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	

EVENT	DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS
TAPING: TRIBUTE TO JOHN PATRICK	03/10 Monday	Josh Rowena	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	·
TAPING: 1986 TELEVISION ACADEMY HALL OF FAME	03/10 Monday	Peter Carol	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
SALUTE TO CONGRESSIONAL LEADERSHIP DINNER	03/10 Monday	Kim	03/04 4:00 Tuesday	03/05 10:00 Wednesday	03/06 3:00 Thursday	
TAPING: WOMEN IN GOVERNMENT RELATIONS	03/10 Monday	Rowena	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	Diana Berardocco 296-6450
NATIONAL MEDAL OF SCIENCE AND NATIONAL MEDAL OF TECHNOLOGY AWARDS CEREMONY	03/12 Wednesday	Josh	03/06 4:00 Thursday	03/07 10:00 Friday	03/10 3:00 Monday	,
RADIO TALK:	03/15 Saturday					
PRIME MINISTER MULRONEY OF CANADA: ARRIVAL CEREMONY STATE DINNER TOAST ENTERTAINMENT THANK YOU	03/18 Tuesday		03/13 Thursday	03/13 Thursday	03/14 Friday	,

EVENT	DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS	
RADIO TALK:	03/22 Saturday						
GRIDIRON DINNER	03/22 Saturday						
REGIONAL PRESS LUNCHEON	03/25 Tuesday						
POLITICAL FUNDRAISER NEW ORLEANS, LOUISIANA	03/27 Thursday						

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BUECT: PRESIDENTIAL S	SPEECH PLANNI	ING SCHEDULE		
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EVENT : 20	DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS
DROPBY DINNER HONORING SENATOR LAXALT	03/03 Monday	Tony Carol	02/25 4:00 Tuesday	02/26 10:00 Wednesday	02/27 3:00 Thursday	
MEETING WITH REPUBLICAN SUPPORTERS	03/04 Tuesday	Josh Carol	03/03 Monday	03/03 Monday	03/03 Monday	
RECEIVE "WHAT WORKS" REPORT FROM SECRETARY BENNETT	03/04 Tuesday	Peter Kim	02/27 10:00 Thursday	02/27 11:00 Thursday	02/28 3:00 Friday	Cards - Monday
BREAKFAST WITH GODFREY SPERLING BREAKFAST GROUP	03/05 Wednesday	Peggy Rowena	03/03 Monday	03/03 Monday	03/03 Monday	
DROPBY BRIEFING FOR PRESIDENTS OF MAJOR JEWISH ORGANIZATIONS	03/05 Wednesday	Josh Carol	03/03 8:00 Monday	03/03 9:00 Monday	03/03 3:00 Monday	
TAPING: NICARAGUA	03/05 Wednesday	Peggy Carol	03/03 Monday	03/03 Monday	03/04 3:00 Tuesday	
RECEPTION FOR NATIONAL NEWSPAPER ASSOCIATION	03/06 Thursday	Peter Kim	02/28 <b>4:</b> 00 Friday	03/03 10:00 Monday	03/04 3:00 Tuesday	

EVENT	DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS
RECEPTION FOR SENATOR MURKOWSKI	03/06 Thursday	Dana Rowena	02/28 4:00 Friday	03/03 10:00 Monday	03/04 3:00 Tuesday	
RADIO TALK: NICARAGUA	03/08 Saturday	Ben Carol				
TAPING: CAMP GOOD TIMES DOCUMENTARY	03/10 Monday	Dana Kim	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
TAPING: TRIBUTE TO JOHN PATRICK	03/10 Monday	Josh Rowena	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
TAPING: 1986 TELEVISION ACADEMY HALL OF FAME	03/10 Monday	Peter Carol	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
TAPING: 10TH ANNIVERSARY OF WOMEN IN GOVERNMENT RELATIONS	03/10 Monday	Peggy Rowena	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	Diana Berardocco 296-6450
TAPING: MESSAGE FOR COMMUNITY COLLEGES	03/10 Monday	Dana Carol	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	

EVENT	DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS
TAPING: AMERICAN NEWSPAPER PUBLISHERS ASSOCIATION	03/10 Monday	Tony	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	·
DROPBY SALUTE TO CONGRESSIONAL LEADERSHIP DINNER	03/10 Monday	Dana Kim	03/04 4:00 Tuesday	03/05 10:00 Wednesday	03/06 3:00 Thursday	
REGIONAL PRESS BRIEFING	03/11 Tuesday	Peter Rowena	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
PRESENTATION OF NATIONAL MEDALS OF SCIENCE AND TECHNOLOGY	03/12 Wednesday	Josh Carol	03/06 4:00 Thursday	03/07 10:00 Friday	03/10 3:00 Monday	
RADIO TALK:	03/15 Saturday					
DROPBY TIP O'NEILL DINNER	03/17 Monday	Tony KimW	03/11 4:00 Tuesday	03/12 10:00 Wednesday	03/13 3:00 Thursday	
PRIME MINISTER MULRONEY OF CANADA: ARRIVAL CEREMONY STATE DINNER TOAST ENTERTAINMENT THANK YOU	03/18 Tuesday	Dana Carol	03/13 Thursday	03/13 Thursday	03/14 Friday	

EVENT	DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS
LUNCH WITH ASTRO PHYSICISTS	03/19 Wednesday	Josh Kim	03/13 4:00 Thursday	03/14 10:00 Friday	03/17 3:00 Monday	·
RADIO TALK:	03/22 Saturday					
GRIDIRON DINNER	03/22 Saturday					
REGIONAL PRESS LUNCHEON	03/25 Tuesday					
POLITICAL FUNDRAISER NEW ORLEANS, LOUISIANA	03/27 Thursday	Dana KimW				
RADIO TALK:	03/29 Saturday					

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chew rCodes: (A)			(C)
AC	TION	DISP	OSITION
Action Code	Tracking Date YY/MM/DD	Type of Response	Completion Date Code YY/MM/DD
ORIGINATOR Referral Note:  Referral Note:  Referral Note:  T  Referral Note:	86,03,04		C 86103109 C 1)1 C 86103164
Direct Reply w/Copy For Signature Interim Reply	otion Necessary	DISPOSITION CODES:  A · Answered B · Non-Special Refer  FOR OUTGOING CORR  Type of Response =  Code =  Completion Date =	ESPONDENCE: Initials of Signer
	ACTION CODE  Referral Note:  Referral Note:	ACTION  Action Date YY/MM/DD  ORIGINATOR 80103104  Referral Note: 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ACTION  ACTION  DISP  Action Date of Planning  Code YY/MM/DD Response  ORIGINATOR 80103104  Referral Note:  I Referral Note:  Referral Note:  I Referral Note:  I SU103104  Referral Note:  I SU103104  Referral Note:  I PROBLEM PLANNING  I SU103104  I Referral Note:  I SU103104  Refe

	ACTION F	YI	ACTION
VICE PRESIDENT		LACY	
REGAN		POINDEXTER	
MILLER		RYAN	
BALL		SPEAKES	
BUCHANAN		SPRINKEL	
CHAVEZ		SVAHN	
CHEW	□P	S THOMAS	
DANIELS		TUTTLE	
FIELDING			
HENKEL		<b></b>	
HICKS		d,	
KINGON			
ARKS:			

EVENT	DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS
RECEIVE "WHAT WORKS" REPORT FROM	03/04	Peter	02/27 10:00	02/27 11:00	02/28 3:00	Cards - Monday
SECRETARY BENNETT	Tuesday	Kim	Thursday	Thursday	Friday	
BREAKFAST WITH GODFREY SPERLING	03/05	Peggy	03/03	03/03	03/04	
BREAKFAST GROUP	Wednesday	Rowena	Monday	Monday	Tuesday	
DROPBY BRIEFING FOR PRESIDENTS OF	03/05	Josh	03/03 8:00	03/03 9:00	03/04	
MAJOR JEWISH ORGANIZATIONS	Wednesday	Carol	Monday	Monday	Tuesday	
TAPING: MESSAGE ON CONTRA AID FOR	03/05	Peggy	03/03	03/03	03/04 3:00	
RELIGIOUS PROGRAMS	Wednesday	Carol	Monday	Monday	Tuesday	
TAPING: 55 SECOND MESSAGE ON CONTRA AID FOR CONGRESSIONAL DISTRICTS	03/05 Wednesday	Dana Rowena	03/04 Tuesday	03/04 Tuesday	03/04 Tuesday	
TAPING: 3 MINUTE MESSAGE ON CONTRA	03/05	Dana	03/04	03/04	03/04	
AID FOR CONGRESSIONAL DISTRICTS	Wednesday	Rowena	Tuesday	Tuesday	Tuesday	
TAPING: MESSAGE ON CONTRA AID FOR EASTERN EUROPEANS IN THE U.S.	03/05 Wednesday	Josh Kim	03/04 Tuesday	03/04 Tuesday	03/04 Tuesday	

EVENT	DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS
RECEPTION FOR NATIONAL NEWSPAPER ASSOCIATION	03/06 Thursday	Peter Kim	02/28 4:00 Friday	03/03 10:00 Monday	03/04 3:00 Tuesday	
RECEPTION FOR SENATOR MURKOWSKI	03/06 Thursday	Dana Rowena	02/28 <b>4:</b> 00 Friday	03/03 10:00 Monday	03/04 3:00 Tuesday	•
TALKING POINTS FOR REPUBLICAN SUPPORTERS AFTER MEETING W/RR	03/06 Thursday	Josh Carol	03/03 Monday	03/04 PJB Tuesday		
RADIO TALK: NICARAGUA	03/08 Saturday	Ben Carol				
TAPING: CAMP GOOD TIMES DOCUMENTARY	03/10 Monday	Dana Kim	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
TAPING: TRIBUTE TO JOHN PATRICK	03/10 Monday	Josh Rowena	03/05 <b>4:</b> 00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
TAPING: 1986 TELEVISION ACADEMY HALL OF FAME	03/10 Monday	Peter Carol	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	,

EVENT	DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS
TAPING: 10TH ANNIVERSARY OF WOMEN IN GOVERNMENT RELATIONS	03/10 Monday	Peggy Rowena	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	Diana Berardocco 296-6450
TAPING: MESSAGE FOR COMMUNITY COLLEGES	03/10 Monday	Dana Carol	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
TAPING: AMERICAN NEWSPAPER PUBLISHERS ASSOCIATION	03/10 Monday	Tony Kim	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
DROPBY SALUTE TO CONGRESSIONAL LEADERSHIP DINNER	03/10 Monday	Dana Kim	03/04 4:00 Tuesday	03/05 10:00 Wednesday	03/06 3:00 Thursday	
REGIONAL PRESS LUNCHEON	03/11 Tuesday	Peter Rowena	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
DROPBY BRIEFING ON CONTRA AID FOR STATE & LOCAL OFFICIALS	03/12 Wednesday		03/06 4:00 Thursday	03/07 10:00 Friday	03/10 3:00 Monday	
PRESENTATION OF NATIONAL MEDALS OF SCIENCE & TECHNOLOGY	03/12 Wednesday	Josh Carol	03/06 4:00 Thursday	03/07 10:00 Friday	03/10 3:00 Monday	
DROPBY BRIEFING ON CONTRA AID	03/13 Thursday		03/07 4:00 Friday	03/10 10:00 Monday	03/11 3:00 Tuesday	

DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS
03/15 Saturday					
03/17 Monday	Tony	03/11 4:00 Tuesday	03/12 10:00 Wednesday	03/13 3:00 Thursday	
	VIIIM				
03/18 Tuesday	Dana	03/13 Thursday	03/13 Thursday	03/14 Friday	
	Carol				
03/19 Wednesday	Josh	03/13 4:00 Thursday	03/14 10:00	03/17 3:00 Monday	
	Kim	marsaay	riiday	Piolitidy	
03/22 Saturday					
03/22 Saturday					
03/25 Tuesday					
03/27	Dana				
mur saay	KimW				
	03/15 Saturday  03/17 Monday  03/18 Tuesday  03/19 Wednesday  03/22 Saturday  03/22 Saturday  03/25 Tuesday	DATE RESEARCHER  03/15 Saturday  03/17 Monday KimW  03/18 Tuesday Carol  03/19 Wednesday Kim  03/22 Saturday  03/22 Saturday  03/22 Saturday  03/27 Thursday Dana Thursday	DATE         RESEARCHER         DUE TO BEN           03/15 Saturday         03/15 Tony 03/11 4:00 Tuesday           03/18 Tuesday         Dana 03/13 Thursday           03/19 Wednesday         Josh Josh Mim         03/13 4:00 Thursday           03/22 Saturday         Thursday           03/22 Saturday         Saturday           03/25 Tuesday         Dana	DATE         RESEARCHER         DUE TO BEN         SENIOR STAFF           03/15 Saturday         03/11 4:00 Tuesday         03/12 10:00 Wednesday           03/18 Tuesday         Dana         03/13 Thursday         03/13 Thursday           03/19 Wednesday         Josh Kim         03/13 4:00 Thursday         03/14 10:00 Friday           03/22 Saturday         Saturday           03/25 Tuesday         Dana           03/27 Thursday         Dana	DATE         RESEARCHER         DUE TO BEN         SENIOR STAFF         DUE TO RR           03/15 Saturday         03/17 Monday         Tony KinW         03/11 4:00 Tuesday         03/12 10:00 Wednesday         03/13 3:00 Thursday           03/18 Tuesday         Dana         03/13 Thursday         03/13 Thursday         03/14 Friday           03/19 Wednesday         Josh Kim         03/13 4:00 Thursday         03/14 10:00 Friday         03/17 3:00 Monday           03/22 Saturday         Saturday         03/22 Saturday         Dana

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## WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

O - OUTGOING H - INTERNAL Date Correspondence Received (YY/MM/DD) Name of Correspondent: MI Mail Report Subject: Published	User Codes: (A).	Plann	(B)	(C)
ROUTE TO:	AC	CTION	DISP	OSITION
Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Completion Date Code YY/MM/DD
CUHOLL	ORIGINATOR	84103107		C 86,03,00
Cuat 14	Referral Note:	86103107	-	<u>C 1 1</u>
Creat 21	Referral Note:	84103107		0 1 1
Cuat 24	Referral Note:	80103101		<u>C 1 1</u>
mai 29	Referral Note:	86,03,07		C 56103107
	Referral Note:			
ACTION CODES:  A · Appropriate Action C · Comment/Recommendation D · Draft Response F · Furnish Fact Sheet to be used as Enclosure	I - Info Copy Only/No A R - Direct Reply w/Copy S - For Signature X - Interim Reply	ction Necessary	DISPOSITION CODES: A - Answered B - Non-Special Refer  FOR OUTGOING CORRI Type of Response = Code = Completion Date =	ESPONDENCE: Initials of Signer "A"
Comments:				

Keep this worksheet attached to the original incoming letter.

Send all routing updates to Central Reference (Room 75, OEOB).

Always return completed correspondence record to Central Files.

Refer questions about the correspondence tracking system to Central Reference, ext. 2590.

# WHITE HOUSE STAFFING MEMORANDUM

	ACTION/CONCURE			-	
SUBJECT: PRESIDEN	TIAL SPEECH	PLANN	ING SCHEDULE		
	ACTION			ACTION	FYI
VICE PRESIDENT		0	LACY		8
REGAN		<b>4</b>	POINDEXTER		Ø
MILLER			RYAN		
BALL			SPEAKES		
BUCHANAN		<b>4</b>	SPRINKEL		A
CHAVEZ		2	SVAHN		
CHEW	□P	<b>⊈</b> 5S	THOMAS		
DANIELS			TUTTLE		
FIELDING		<b>V</b>	·		
HENKEL		<b>V</b>			
HICKS					
KINGON					
MARKS:					
SPONSE:		:			

### PRESIDENTIAL SPEECH PLANNING SCHEDULE

EVENT	DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS
RADIO TALK: NICARAGUA	03/08 Saturday	Ben Carol		03/05 Wednesday	03/86 11 Thursday FRIDAY	
TAPING: CAMP GOOD TIMES DOCUMENTARY	03/10 Monday	Dana Kim	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
TAPING: TRIBUTE TO JOHN PATRICK	03/10 Monday	Josh KimW	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
TAPING: 1986 TELEVISION ACADEMY HALL OF FAME	03/10 Monday	Peter KimW	03/05 4:00 Wednesday	03/06 18:00 Thursday	03/07 3:00 Friday	
TAPING: 10TH ANNIVERSARY OF WOMEN IN GOVERNMENT RELATIONS	03/10 Monday	Peggy Rowena	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
TAPING: MESSAGE FOR COMMUNITY COLLEGES	03/10 Monday	Dana Carol	03/05 <b>4:</b> 00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
TAPING: LEUKEMIA TELETHON	03/10 Monday	Ben KimW	03/06 Thursday	03/06 10:00 Thursday	03/07 3:00 Friday	

EVENT	DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS
SALUTE TO CONGRESSIONAL LEADERSHIP DINNER	03/10 Monday	Dana Kim	03/05 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
REGIONAL PRESS LUNCHEON	03/11 Tuesday	Peter Rowena	03/05 4:00 Wednesday	03/06 20:00 Thursday	03/07 3:00 Friday	
PRESENTATION OF NATIONAL MEDALS OF SCIENCE & TECHNOLOGY	03/12 Wednesday	Josh Carol	03/06 4.00 Thursday	03/07 10:00 Friday	03/10 3:00 Monday	
VIEW DISPLAY OF CONFISCATED WEAPONS AT STATE DEPARIMENT	03/13 Thursday	Ben Kim	03/07 4:00 Friday	03/10 10:00 Monday	03/11 3:00 Tuesday	
DROPBY BRIEFING ON CONTRA AID	03/14 Friday	Peggy KimW	03/10 4:00 Monday	03/11 10:00 Tuesday	03/12 3:00 Wednesday	
RADIO TALK:	03/15 Saturday					
TV ADDRESS TO THE NATION:	03/16 Sunday	Ben KimW	03/10 a.m. staffing	03/12 Noon #1 to RR	03/13 staffing	Final to RR 3/14

EVENT	DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS
DROPBY TIP O'NEILL DINNER	03/17 Monday	Tony KimW	03/11 4:00 Tuesday	03/12 10:00 Wednesday	03/13 3:00 Thursday	
PRIME MINISTER MULRONEY OF CANADA: ARRIVAL CEREMONY STATE DINNER TOAST ENTERTAINMENT THANK YOU	03/18 Tuesday	Dana Carol	03/13 Thursday	03/13 Thursday	03/14 Friday	
RADIO TALK:	03/22 Saturday					
GRIDIRON DINNER	03/22 Saturday					
REGIONAL PRESS LUNCHEON	03/25 Tuesday					
LUNCH WITH ASTRO PHYSICISTS	03/26 Wednesday	Josh Kim	03/20 4:00 Thursday	03/21 10:00 Friday	03/24 3:00 Monday	
POLITICAL FUNDRAISER NEW ORLEANS, LOUISIANA	03/27 Thursday	Dana KimW				
RADIO TALK:	03/29 Saturday					

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### WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

Office/Agency (Staff Name)  Action Code YY/MM/DD Response Code YY/MM/DD  CULTURY  CULTURY  Referral Note:  Referral Note:  Referral Note:  Referral Note:  Referral Note:  I 1 1 C 1 C 1 C 1  CULTURY  Referral Note:  Referral Note:  I 1 Info Copy Only/No Action Necessary C Comment/Recommendation D Draft Response F-Furnish Fact Sheet to be used as Enclosure  A Answered S Suspended S FOR OUTGOING CORRESPONDENCE:  Type of Response Initials of Signer Code "A"  Completion Date = Date of Outgoing	O · OUTGOING				
Date Correspondent:    MI Mail Report   User Codes: (A)   (B)   (C)	□ H · INTERNAL				
MI Mail Report   User Codes: (A)   (B)   (C)	I - INCOMING     Date Correspondence     Received (YY/MM/DD)     // /	<del></del>			
ROUTE TO:  ACTION  DISPOSITION  Office/Agency (Staff Name)  Action Code Tracking Date Of Date Date Date Date Date Date Date Date	Name of Correspondent:	u Chew			
ROUTE TO:  Action Tracking Date of Completic Date of Code PY/MM/DD Pasponse Code PY/MM/DD Pasponse Code PY/MM/DD CODE:  Action Code PY/MM/DD Pasponse Code PY/MM/DD CODE:  Action Code PY/MM/DD Pasponse Code PY/MM/DD CODE:  Referral Note:  Feferral Note:  Referral Note:  Feferral Note:  I SUI 031 ID C 86/031  Referral Note:  I Page Page Page Page Page Page Page Page	□ MI Mail Report ,	Jser Codes: (A)			_ (C)
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ROUTE TO:  Action Tracking Date of Response Code YY/MM/DD  CUHOUL  ORIGINATOR 8U1031/D  Cuat 14  Referral Note:  Feferral Note:  I 1 1 C 1 1  Cuat 24  Referral Note:  Feferral Note:  I 1 1 C 1 1  Referral Note:  Feferral Note:  I 1 1 C 1 1  Referral Note:  I 1 1 C 1 1  Referral Note:  Feferral Note:  I 1 1 Info Copy Only/No Action Necessary Ferral Note:  Ferral Note:  Action Codes  Action Type of Response Code  YY/MM/DD  C 8U031  Referral Note:  Action Codes:  A - Appropriate Action C - Comment/Recommendation D - Draft Response Ferral Note:  Action Codes:  A - Appropriate Action C - Comment/Recommendation D - Draft Response Ferral Note:  Action Codes:  A - Appropriate Action C - Comment/Recommendation D - Draft Response S - For Signature S - Suspended S - Suspended S - Non-Special Referral S	Schedule	71		0	
ROUTE TO:  Action Tracking Date of Response Code VY/MM/DD  CUHOUL  ORIGINATOR 8U103110  Cuat 14  Referral Note:  I 1 1 C 1 1  Cuat 21  Referral Note:  I 2 1 1 C 1 1  Referral Note:  I 31 C 1 1  Referral Note:  I 1 1 C 1 1  Referral Note:  ACTION CODES:  A - Appropriate Action C - Comment/Recommendation D - Draft Response F - Furnish Fact Sheet to be used as Enclosure  ACTION CODES: A - Appropriate Action C - Comment/Recommendation D - Draft Response F - Furnish Fact Sheet to be used as Enclosure  ACTION CODES: A - Answered B - On-Special Referral C - Completed B - On-Special Referral C - Completed Code - 'A'' Completion Date - Initials of Signer Code - 'A'' Completion Date - Date of Outgoing					
Office/Agency (Staff Name)  Action Code Y/MM/DD Response Code Y/MM/DD  CUHOUL ORIGINATOR 8/1031/0 C 8/031  CUAL 04  CUAL 14  Referral Note:  I 1 1 C 1 C 1  CUAL 3/  CUAL 3/  Referral Note:  Referral Note:  I 1 Info Copy Only/No Action Necessary F- Furnish Fact Sheet to be used as Enclosure  A - Appropriate Action C - C - C - C - C - C - C - C - C - C	ROUTE TO:	. AC	TION		POSITION
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Referral Note:  ACTION CODES:  A - Appropriate Action C - Comment/Recommendation D - Draft Response F - Furnish Fact Sheet to be used as Enclosure  ACTION CODES:  A - Appropriate Action C - Comment/Recommendation D - Draft Response F - Furnish Fact Sheet To be used as Enclosure  A - Answered B - Non-Special Referral C - Completed C - C - Completed C - C - Comple	Cuat 21	<u>_</u>	151		C 1)1
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Referral Note:  ACTION CODES:  A - Appropriate Action C - Comment/Recommendation D - Draft Response F - Furnish Fact Sheet to be used as Enclosure  R - Direct Reply w/Copy S - For Signature X - Interim Reply  FOR OUTGOING CORRESPONDENCE: Type of Response = Initials of Signer Code = "A" Completion Date = Date of Outgoing	Cuat 24	I	84,03,10		C 86,03,10
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ACTION CODES:  A - Appropriate Action C - Comment/Recommendation D - Draft Response F - Furnish Fact Sheet to be used as Enclosure  J - Info Copy Only/No Action Necessary R - Direct Reply w/Copy S - For Signature X - Interim Reply  FOR OUTGOING CORRESPONDENCE: Type of Response Code = "A" Completion Date = Date of Outgoing			1 1		
A - Appropriate Action C - Comment/Recommendation D - Draft Response F - Furnish Fact Sheet to be used as Enclosure  I - Info Copy Only/No Action Necessary R - Direct Reply w/Copy S - For Signature X - Interim Reply FOR OUTGOING CORRESPONDENCE: Type of Response = Initials of Signer Code = "A" Completion Date = Date of Outgoing		Referral Note:			
C - Comment/Recommendation D - Draft Response F - Furnish Fact Sheet to be used as Enclosure  R - Direct Reply w/Copy S - For Signature X - Interim Reply To be used as Enclosure  B - Non-Special Referral S - Suspended FOR OUTGOING CORRESPONDENCE: Type of Response = Initials of Signer Code = "A" Completion Date = Date of Outgoing	ACTION CODES:			DISPOSITION CODES:	
to be used as Enclosure  FOR OUTGOING CORRESPONDENCE:  Type of Response = Initials of Signer  Code = "A"  Completion Date = Date of Outgoing	C - Comment/Recommendation D - Draft Response	R - Direct Reply w/Copy S - For Signature	ction Necessary		
Commonte:		X · Interior Traphy		Type of Response 2 Code 2	Initials of Signer "A"
	Comments:				

Keep this worksheet attached to the original incoming letter.

Send all routing updates to Central Reference (Room 75, OEOB).

Always return completed correspondence record to Central Files.

Refer questions about the correspondence tracking system to Central Reference, ext. 2590.

Document No.		

# WHITE HOUSE STAFFING MEMORANDUM

	ACTION	FYI		ACTION	FYI
VICE PRESIDENT			LACY		
REGAN			POINDEXTER		<b>U</b>
MILLER			RYAN		V
BALL			SPEAKES		
BUCHANAN			SPRINKEL		Ċ
CHAVEZ			SVAHN		t
CHEW	□₽	₽SS	THOMAS		U
DANIELS			TUTTLE		
FIELDING					
HENKEL					
HICKS		Y			
KINGON					

### PRESIDENTIAL SPEECH PLANNING SCHEDULE

EVENT	DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS	
SALUTE TO CONGRESSIONAL LEADERSHIP DINNER	03/10 Monday	Dana Kim	03/05 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday		
BRIEFING ON CONTRA AID FOR GRASS ROOTS SUPPORTERS	03/10 Monday	Tony Rowena					
REGIONAL PRESS LUNCHEON	03/11 Tuesday	Peter Rowena	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday		
TAPING: CAMP GOOD TIMES DOCUMENTARY	03/12 Wednesday	Dana Kim	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/11 3:00 Tuesday		
TAPING: TRIBUTE TO JOHN PATRICK	03/12 Wednesday	Josh KimW	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/11 3:00 Tuesday		
TAPING: 1986 TELEVISION ACADEMY HALL OF FAME	03/12 Wednesday	Peter KimW	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/11 3:00 Tuesday		
TAPING: 10TH ANNIVERSARY OF WOMEN IN GOVERNMENT RELATIONS	03/12 Wednesday .	Peggy Rowena	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/11 3:00 Tuesday		

EVENT	DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS
TAPING: MESSAGE FOR COMMUNITY COLLEGES	03/12 Wednesday	Dana Carol	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/11 3:00 Tuesday	
PRESENTATION OF NATIONAL MEDALS OF SCIENCE & TECHNOLOGY	03/12 Wednesday	Josh Carol	03/06 4:00 Thursday	03/07 10:00 Friday	03/10 3:00 Monday	
TAPING: ASSOCIATED GENERAL CONTRACTORS	03/12 Wednesday	Peter Rowena	03/10 Monday	03/10 Monday	03/11 3:00 Tuesday	
VIEW DISPLAY OF CONFISCATED WEAPONS AT STATE DEPARIMENT	03/13 Thursday	Ben Kim	03/07 4:00 Friday	03/10 10:00 Monday	03/11 3:00 Tuesday	
DROPBY BRIEFING ON CONTRA AID	03/14 Friday	Peggy Rowena	03/10 4:00 Monday	03/11 10:00 Tuesday	03/12 3:00 Wednesday	
RADIO TALK:	03/15 Saturday					
TV ADDRESS TO THE NATION:	03/16 Sunday	Ben KimW	03/10 a.m. staffing	03/12 Noon #1 to RR	03/13 staffing	Final to RR 3/14

EVENT	DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS
DROPBY TIP O'NEILL DINNER	03/17 Monday	Tony KimW	03/11 4:00 Tuesday	03/12 10:00 Wednesday	03/13 3:00 Thursday	
PRIME MINISTER MULRONEY OF CANADA: ARRIVAL CEREMONY STATE DINNER TOAST ENTERTAINMENT THANK YOU	03/18 Tuesday	Dana Carol	03/13 Thursday	03/13 Thursday	03/14 Friday	
RADIO TALK:	03/22 Saturday					
GRIDIRON DINNER	03/22 Saturday	Kim				
TAPING: ARMED FORCES DAY MESSAGE	03/24 Monday		03/19 4:00 Wednesday	03/20 10:00 Thursday	03/21 3:00 Friday	
TAPING: MEMORIAL DAY MESSAGE FOR THE ARMED FORCES	03/24 Monday		03/19 4:00 Wednesday	03/20 10:00 Thursday	03/21 3:00 Friday	
TAPING: REDEDICATION OF OLIVE VIEW MEDICAL CENTER	03/24 Monday		03/19 4:00 Wednesday	03/20 10:00 Thursday	03/21 3:00 Friday	
FUNDRAISER FOR CONG. HENSON MOORE NEW ORLEANS, LOUISIANA	03/27 Thursday	Dana KimW	03/24 8 am Monday	03/24 9 am Monday	03/25 3:00 Tuesday	

	EVENT	DELIVERY DATE	WRITER RESEARCHER	DUE TO BEN	SENIOR STAFF	DUE TO RR	COMMENTS	
RADIO TALK:		03/29 Saturday						
RADIO TALK:		04/05 Saturday						