memorandum

9/5/2013 3:35 PM

Fr: Missy Kurek, *DCCC Deputy Executive Director for Finance,* (202) 485-3455

 Stella Ross, *DCCC National Finance Director,* (202) 485-3412

Dt: Thursday, September 5, 2013

RE: Proposal for DCCC Fundraising Event with Vice President Biden in Baltimore, MD

Below is a proposed timeline and event structure for the Monday, October 7th DCCC luncheon with Vice President Joe Biden in Baltimore, MD.

If you have any questions or need additional information, please feel free to contact Stella Ross at (202) 485-3412.

**Proposed Timeline**

11:00 AM Call time for all guests

 *Location: Private home-TBD*

Photo Line & Luncheon: $10,000/person (Approximately 50 people)

12:00 PM VPOTUS arrives and greets Hosts

12:05PM VPOTUS proceeds to the Photo Line (Approximately 50 people/40 clicks)

12:25 PM VPOTUS proceeds to luncheon, speaking program begins and VPOTUS makes remarks

12:50 PM VPOTUS concludes remarks and takes Q&A

1:00 PM VPOTUS concludes Q&A and departs

1:30 PM Luncheon ends and guests depart

**Event Structure:**

Both the photo line and luncheon will take place at the same private residence (TBD).

We are proposing two parts for this event. We would like the event to begin with a photo line followed by a seated luncheon. Each guest will be invited to participate in the photo line and luncheon. Event attendees will be asked to contribute $10,000/person.

We expect approximately 50 people to attend the photo line and luncheon.