EVENT MEMO

City, State

Month Day, 2013

Event Name

DATE: Month Day, 2013

LOCATION:

TIME:

FROM:

1. **PURPOSE:**

[Briefly (a few sentences or 1-2 paragraphs) explain why the VP is attending this event, who will be there, etc.]

1. **PARTICIPANTS:**

* YOU
* # [photoline participants, dinner attendees, supporters, etc.]

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1. **PRESS PLAN:**

This event will be CLOSED press.

1. **SEQUENCE OF EVENTS:**

[Write out tic toc of the event. Example is below.]

* **YOU** arrive
* John introduces **YOU**
* **YOU** deliver remarks
* **YOU** depart

1. **REMARKS/TALKING POINTS:**

None.

1. **ATTACHMENTS:**

* Host Biography
* Attendee Biographies

**HOST BIOGRAPHY**



**Bob Dylan**

Bob Dylan is an American musician, [singer-songwriter](http://en.wikipedia.org/wiki/Singer-songwriter), artist, and writer. He has been an influential figure in popular music and culture for more than five decades. Much of his most celebrated work dates from the 1960s when he was an informal chronicler and a seemingly reluctant figurehead of social unrest. A number of Dylan's early songs, such as "[Blowin' in the Wind](http://en.wikipedia.org/wiki/Blowin%27_in_the_Wind" \o "Blowin' in the Wind)" and "[The Times They Are a-Changin'](http://en.wikipedia.org/wiki/The_Times_They_Are_a-Changin%27_(song))", became anthems for the [US civil rights](http://en.wikipedia.org/wiki/African-American_Civil_Rights_Movement_(1955%E2%80%931968)) and [anti-war](http://en.wikipedia.org/wiki/Opposition_to_the_Vietnam_War) movements. Leaving behind his initial base in the culture of the [folk music revival](http://en.wikipedia.org/wiki/American_folk_music_revival), Dylan's six-minute single "[Like a Rolling Stone](http://en.wikipedia.org/wiki/Like_a_Rolling_Stone)" radically altered the parameters of popular music in 1965.

**ATTENDEE BIOGRAPHIES**



**June Carter Cash**

While June Carter Cash may be best known for singing and songwriting, she was also an author, dancer, actress, comedian, philanthropist and humanitarian.[[6]](http://en.wikipedia.org/wiki/June_Carter_Cash#cite_note-6) Director [Elia Kazan](http://en.wikipedia.org/wiki/Elia_Kazan" \o "Elia Kazan) saw her perform at the Grand Ole Opry in 1955 and encouraged her to study acting. She studied with [Lee Strasberg](http://en.wikipedia.org/wiki/Lee_Strasberg) and [Sanford Meisner](http://en.wikipedia.org/wiki/Sanford_Meisner) at the [Neighborhood Playhouse](http://en.wikipedia.org/wiki/Neighborhood_Playhouse) in New York. Her acting roles included Mrs. "Momma" Dewey in [Robert Duvall's](http://en.wikipedia.org/wiki/Robert_Duvall) 1998 movie [*The Apostle*](http://en.wikipedia.org/wiki/The_Apostle), Sister Ruth, wife to Johnny Cash's character Kid Cole, on [*Dr. Quinn, Medicine Woman*](http://en.wikipedia.org/wiki/Dr._Quinn,_Medicine_Woman) (1993–1997), and Clarise on *[Gunsmoke](http://en.wikipedia.org/wiki/Gunsmoke" \o "Gunsmoke)* in 1957.



**John Legend**

John Roger Stephens, better known by his [stage name](http://en.wikipedia.org/wiki/Stage_name) John Legend, is an [American](http://en.wikipedia.org/wiki/United_States) [singer-songwriter](http://en.wikipedia.org/wiki/Singer-songwriter) and [actor](http://en.wikipedia.org/wiki/Actor). He has won nine [Grammy Awards](http://en.wikipedia.org/wiki/Grammy_Award), and in 2007, he received the special Starlight Award from the [Songwriters Hall of Fame](http://en.wikipedia.org/wiki/Songwriters_Hall_of_Fame). Prior to the release of his debut album, Stephens' career gained momentum through a series of successful collaborations with multiple established artists. Stephens added his voice to those of other artists, assisting in them reaching [chart-topper hits](http://en.wikipedia.org/wiki/Chart-topper). He lent his voice to [Magnetic Man](http://en.wikipedia.org/wiki/Magnetic_Man)'s "[Getting Nowhere](http://en.wikipedia.org/wiki/Getting_Nowhere)," [Kanye West](http://en.wikipedia.org/wiki/Kanye_West" \o "Kanye West)'s "[All of the Lights](http://en.wikipedia.org/wiki/All_of_the_Lights)", on [Slum Village](http://en.wikipedia.org/wiki/Slum_Village)'s "Selfish" and [Dilated Peoples](http://en.wikipedia.org/wiki/Dilated_Peoples)' "This Way". Other artists included [Jay-Z](http://en.wikipedia.org/wiki/Jay-Z)'s "[Encore](http://en.wikipedia.org/wiki/Encore_(Jay-Z_song))", and he sang backing vocals on [Alicia Keys'](http://en.wikipedia.org/wiki/Alicia_Keys) 2003 song "[You Don't Know My Name](http://en.wikipedia.org/wiki/You_Don%27t_Know_My_Name)", the [Kanye West](http://en.wikipedia.org/wiki/Kanye_West" \o "Kanye West) remix of [Britney Spears](http://en.wikipedia.org/wiki/Britney_Spears)' "[Me Against the Music](http://en.wikipedia.org/wiki/Me_Against_the_Music)", and [Fort Minor](http://en.wikipedia.org/wiki/Fort_Minor)'s "High Road". Stephens played piano on [Lauryn Hill](http://en.wikipedia.org/wiki/Lauryn_Hill" \o "Lauryn Hill)'s "[Everything Is Everything](http://en.wikipedia.org/wiki/Everything_Is_Everything_(Lauryn_Hill_song))".