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Sample Scheduling Planning Calendar

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SAMPLE SCHEDULING PLANNING CALENDAR (FOR WEEK OF 17 APRIL)

SELECTED EVENT CATEGORIES

DATE	POTUS	MAJOR NEWS	LEGISLATIVE	POLITICAL	MAJOR PUBLIC	NSC/FOREIGN	MAJOR CABINET	VP/HRC/MEG
SUN 4/17	- North Carolina/Mustang Convention		HC: Full-committee activity in Energy & Commerce, Ways & Means, Education & Labor	- Building & Construction Trades Leg. Conf-DC (thru 4/21)		- Bay of Pigs Anniversary - Argentina: Assembly elections	Perry: Korea/Japan (thru 4/22) R. Brown: Long Beach, CA Bentsen: San Diego, CA J. Brown: Los Angeles, CA -CA Dem Conv. Breakfast	HRC: North Carolina?
MON 4/18	- HEALTH CARE Milwaukee, WI?	BOSTON MARATHON			- Patriots Day holiday (MA/MN)	- Euro Parl Plenary Session - Zimbabwe: Independ. - Aristide spch/Stamford - Yeltsin visits Spain	L. Brown: Austin, TX-US Conf of Mayors Pena: Atlanta Shalala: Baltimore	HRC: Baltimore
TUE 4/19	- MTV-CRIME - Mtg w/Univ Presidents? - DNC Trustees Reception					ARAFAT VISITS MOSCOW	Shalala: NARAL awards Babbitt: Charleston, SC R. Brown: NYC Pena: Tampa - Report Merch/Trade	
WED 4/20	- IMMUNIZATION KICKOFF - DCCC/DSCC Dinner - Visit w/Austrian Chancellor		Crime bill passage?			World Bank/IMF Spring mtg (thru 4/25)	RILEY: TEACHER OF THE YEAR DINNER - HUD Conf. thru 4/21	VP: Congressional Dinner MEG: Mental Health Seminar
THU 4/21	- EARTH DAY SPEECH - Radiation Working Group Mtg? - Greek-American Reception for Papandreou	D.A.R.E DAY	Crime bill passage?		- American College of Physicians (Miami thru 4/24)	- Visit of PM Papandreou. - Christopher: Bilal mtg w/Councilor Cotti - Albright: Spch Env Def Fund@UN	Reich: Phila.-ILO Conv Cisneros: Cambridge, CA Shalala: Natl Immunization Kickoff	MEG: New Orleans-Weil Memorial Lecture (thru 5/24)
FRI 4/22	- PAPANDREOU VISIT - Health Care Reg. Media - Cabinet Retreat	EARTH DAY			- New Orleans Jazz Festival (thru 5/1)		CABINET DINNER O'Leary: NYC	VP: NYC-fundraiser
SAT 4/23	- WHITE HOUSE CORRESPONDENTS DINNER - Radio Address? - Cabinet Retreat	- White House Correspondents Dinner - March of Dimes			- American Academy of Pediatrics Mtg (thru 4/27) - National Academy of Sciences Mtg (thru 4/26)		CABINET WORKING SESSION	

- Big Brothers/Big Sisters Week
- Volunteer Week

Sources: All information obtained from calendars currently being produced by various departments

SAMPLE SCHEDULING PLANNING CALENDAR (FOR WEEK OF 24 APRIL)

SELECTED EVENT CATEGORIES

DATE	POTUS	MAJOR NEWS	LEGISLATIVE	POLITICAL	MAJOR PUBLIC	NSC/FOREIGN	MAJOR CABINET	VP/HRC/MEG
SUN 4/24	- OFF		HC: Full House committee action expected this week?		- Newspaper Ass. of Amer. (thru 4/27)	RABIN VISITS MOSCOW		
MON 4/25	- HEALTH CARE (travel?)	NBC "Jobs & the Economy" (thru 4/29)			- United Negro College Fund-50th ann		L. Brown: IL-Eastern Ill Reno: SFO-AP Conf Babbitt: TN	HRC: Los Angeles? VP: NYC-Lowey lunch?
TUE 4/26	- HEALTH CARE (TBD)			- Pa AFL/CIO Convention Pittsburg (thru 4/28) - LA fundraiser?			Espy: Pascagoula, MS Perry: Idaho (thru 4/48) L. Brown: Chicago-Ill. Leg. O'Leary: Portland-Gov. Roberts O'Leary: Wash.-Indian Nations	HRC: San Francisco? MEG: Minneapolis?
WED 4/27	- BILL SIGNING: SCHOOL TO WORK	Take Our Daughters to Work Day			- National Secretaries Day - NCOA	SOUTH AFRICAN ELECTIONS	O'Leary: Pasco, WA-Hanford Babbitt: Lake Tahoe, CA L. Brown: IL - Economic Cluster Lunch	
THU 4/28	- OTHER EVENT? - Presidential Design Awards - Take our Daughters to Work	Take Our Daughters to Work Day			- National Minority Aids Council - "Mother of the Year" Awards		GDP STATS RELEASED Babbitt: Manhattan, KS O'Leary: travel day	
FRI 4/29	- NATIVE AMERICANS - Health Care Regional Media	- Arbor Day - LA Riots (1992) - Vietnam Withdrawal (1975)		- National Conference of Black Mayors (thru 4/31)			Riley: Greenville, SC O'Leary: Oakridge, TN O'Leary: Nashville, TN - Cabinet mtg w/Tribal Idrs	MEG: Am OrthoPsych Assoc. MEG: TN (thru 5/2)
SAT 4/30	- Radio Address?						USTR: "Special 301" Dec. Shalala: Geneva, Switzerland Pena: Omaha, NE-Jeff/Jack Din. O'Leary: Nashville, TN-Fisk U. R. Brown: Miami, FL Cineros: VA L. Brown: New Orleans NCBM-Cineros, Espy, R. Brown	

• Canada/US Goodwill Week

Sources: All information obtained from calendars currently being produced by various departments.

SAMPLE SCHEDULING PLANNING CALENDAR (FOR WEEK OF 01 MAY)

SELECTED EVENT CATEGORIES

DATE	POTUS	MAJOR NEWS	LEGISLATIVE	POLITICAL	MAJOR PUBLIC	NSC/FOREIGN	MAJOR CABINET	VP/HRC/MEG
SUN 5/1			HC: Full-committee Senate activity.		- Pharmaceutical Mfg Ass (thru 5/3)		Shalala: Geneva (thru 5/5) Espy: Chicago Reno: Detroit	
MON 5/2				DNC Gala-NYC			Reich: VT Espy: Phoenix Reno: Detroit L.Brown: MO	VP:Central Asian Business Development Conf.
TUE 5/3				Indiana, North Carolina, Ohio Primaries	- AARP ANNUAL CONVENTION - National Teacher Day	Japan: Natl Holiday	Riley: Anaheim J.Brown: Milwaukee Cimeros: NYC Reno: Cleveland	
WED 5/4					- Am. Coll Phys.Exec.Mtg (thru 5/7)		R.Brown: Warsaw (thru 5/7) J.Brown: Milwaukee Babbitt/Reno: Albuquerque-Native American conf(thru 5/7)	VP/MEG: Mellon Dinner
THU 5/5		CINCO DE MAYO			- National Day of Prayer by Presidential Proclamation		Cimeros: San Antonio, TX	
FRI 5/6						- French/British "Chunnel" Inauguration.	J.Brown: Fargo, ND L.Brown: MA	
SAT 5/7	- Radio Address?	KENTUCKY DERBY					Riley: Nashville, TN J.Brown: Indianapolis R.Brown: S.Africa? Reno: Billings, MO	MEG: Bazelon Children's Event

- MENTAL HEALTH MONTH
- PHYSICAL FITNESS MONTH
- SENIOR CITIZENS MONTH
- Childcare Awareness Week
- Health Care Administrator's Week
- Labor History Week

Sources: All information obtained from calendars currently being produced by various departments.

SAMPLE SCHEDULING PLANNING CALENDAR (FOR WEEK OF 08 MAY)

SELECTED EVENT CATEGORIES

DATE	POTUS	MAJOR NEWS	LEGISLATIVE	POLITICAL	MAJOR PUBLIC	NSC/FOREIGN	MAJOR CABINET	VP/HRC/MEG
SUN 5/8		MOTHER'S DAY	HC: Full-committee Senate activity.			Panama: General election.	R.Brown: S.Africa? (thru 5/14) J.Brown: Indianapolis L.Brown:Pr. Rico?(thru5/10) Christopher/Reno/Cameros: Mexico City (thru 5/9)	
MON 5/9							Babbitt: Mexico City	
TUE 5/10				Nebraska, Pennsylvania, W. Virginia Primaries			Cameros: HI (thru 5/12)	MEG: NYC
WED 5/11							O'Leary: Atlanta, GA	
THU 5/12							Penn: Denver, CO (thru 5/14) L.Brown: St.Louis,MO	
FRI 5/13							R.Brown: MI Riley: Columbia, SC O'Leary: Chicago Cameros: NYC Reno: Miami,FL	
SAT 5/14	- Radio Address?						Albright: Seattle Cameros: Fairmont, WVA L.Brown: Brockport, NY	

- National Hospital Week
- Alcohol & Other Drug-related Birth Defects Week
- National Salvation Army Week

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