

MEMO

To: Tom
From: Eileen
Subject: Oprah Winfrey Show
Date: July 14, 2017

Attached please find:

1. plane tickets
2. memo that was sent to Jack (I sent it to his home for Sat. delivery.)
3. Elizabeth Coady's profile sheet. She is our contact at Oprah.

Oprah Logistics

**The producer knows that you are coming and it is not a problem. You will ride in the limo with Jack from the airport to the studio, and back to the airport after the taping. As it stands now, you will need to go to Jack's gate (flight #1525 arriving from Wash. DC) to meet up with him and the driver. The driver (from "Astor Limousine") will be holding a sign that reads "Tunheim."

**Cardinal Bernadin of Chicago died, which accounts for the city-wide booked hotels. It looks like you will be flying out of Boston on Tuesday morning (6:45 am, arriving in Chicago at 8:32 am.) Jack is landing at 8:34 am and he is also on American Airlines, so hopefully finding him won't be too difficult. Of course, none of this will matter if we do find a hotel room for you (unlikely but still working on it--all of the 'Oprah rooms' at the Omni are gone.)

**Jack will NOT be in the same room as Marina/Mary La Fontaine in the studio before the taping.

**Kermit is very pleased about the show and has no problem with the pictures being used (if at all.) They arrived today in Chicago. The producer talked to Marina today and the Board's recent trip to Moscow/Minsk came up. Marina laughed and said, "They're not going to find anything there."

**Jack knows you are accompanying him and is very pleased.

**Elizabeth Coady will be calling you on Monday in Andover. I think she just wanted to touch base before the show. She knows you are an intermittent employee--which doesn't matter to her- she just thought she would have already spoken with you. she didn't really understand what "intermittent" meant, so there was some confusion--she may ask about that. I told her you are the current Director of Communications.

**I'll check on the makeup issue the next time I speak with the producer (she had to go and hadn't asked yet.

**I received your wonderful note today. You are a very nice man, Thomas E. Samoluk. Thank you!

Call me at home if you need anything/have any questions 202-986-3933.