

CABINET MEETING SEQUENCE OF EVENTS

1. Items for the agenda should be confirmed 24 hours before the event.
2. The President's briefing paper should be submitted to the Staff Secretary not later than noon the day before the event.
3. Attendees list is sent not later than close of business the day before to:
 - EPS basement office
 - West Wing basement office
 - West Wing lobby
 - Nell Yates
4. Attend the meeting and do the following:
 - a. final check of correct chairs
 - b. distribute handouts before meeting (as required)
 - c. note exact time of start
 - d. note actual attendees
 - e. make general notes of each item discussed
 - f. make specific note of any item which requires an action
 - g. note actual time of completion
5. Send the following to the Staff Secretary after the meeting:
 - a. Presidential Briefing Paper (with attachments)
 - b. Corrected attendees list (different format)
 - c. Cabinet notes
6. Follow-up on any action items as required.

