

From: Christina Winn

Sent: Tuesday, February 12, 2019 8:42 PM EST

To: Kerr, Jill <jillkerr@amazon.com>; Fava, Andrea <afava@amazon.com>

Subject: Draft Invitation List & Other items

Jill & Andrea see below for the draft language for the COG invite. We thought we would send the location several hours before the event to those that have RSVP'd, similar to what we do when we make company announcements. After we have approved the language we will send to COG and hope they won't have any changes. Let us know if you have any changes.

- Also, I think we discussed not having media at the event and we were on board with that, however in discussing with COG they have concerns that it will only make the media angry if we don't include them. What are your thoughts? Maybe only credentialed media and we set up tables in a corner of the room for them?
- We discussed possible other panelist – this is a work in progress that we hope to finalize and start reaching out tomorrow:
 - Chuck Bean, COG – Moderator
 - Amazon rep
 - Andy VanHorn, JBG
 - Jeanette Chapman, Fuller Institute
 - Renee Hamilton, VDOT
 - Chuck mentioned he could also have staff there that are experts on housing and transportation too.
- Livestream – closed chat or open chat? We are leaning towards open chat where we could integrate questions from the web audience, but wanted to get your thoughts.
- Do you want to see the list of invites? We are working on that now and hope to have it finalized by noon tomorrow.

Thanks!

Christina

Special Invitation to Join a Conversation with Amazon

Thursday, Feb. 21, 6:30 - 8pm

ADD LOCATION

You're invited to learn about how Amazon plans to become part of the Arlington community in this interactive conversation. We hope you will be able to join us for this important dialogue.

Please RSVP for this invitational event. [ADD SURVEY MONKEY LINK]

Hosted by the Washington Council of Governments [ADD COG LOGO at bottom]

Contact XX if special accommodations are needed.



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