Stein Lecture 2018: Chief Justice Roberts



Professor Robert A. Stein, class of 1961, dean of the Law School for 15 years, and former chief operating officer of the American Bar Association, generously endowed this lecture series to enrich the program of the Law School by inviting leaders of the bench and bar and of the governments of the United States and other nations to deliver an annual lecture on a topic of national or international interest.

The Stein Lecture

A Conversation Between Chief Justice John G. Roberts, Jr. and Professor Robert A. Stein

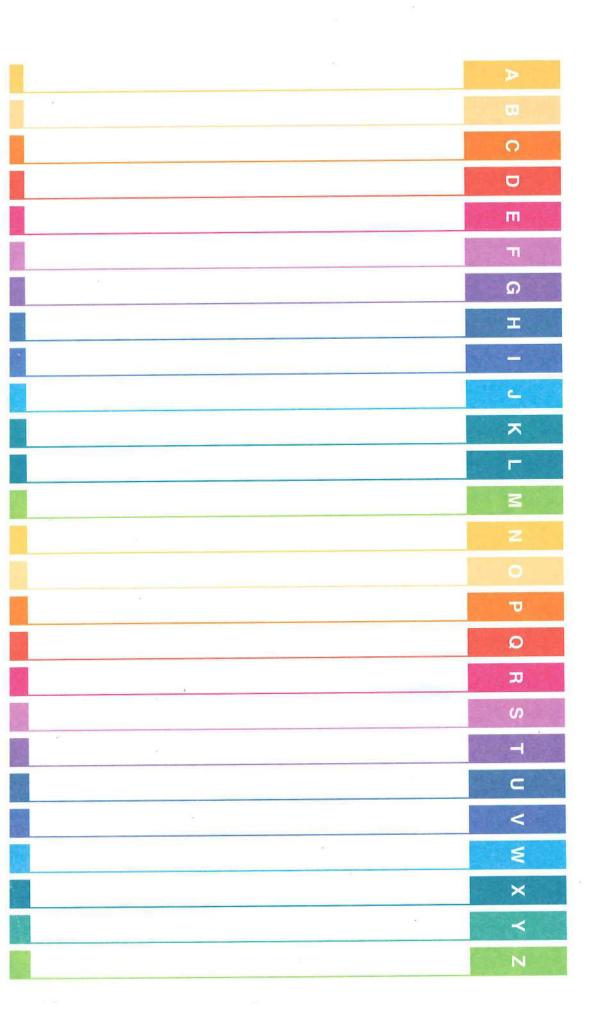
Tuesday, October 16, 2018 | 4 p.m. | Northrop Memorial Auditorium

1.5 CLE credits have been requested; see reverse side for registration information



ollection of the Supreme Cour the United States John G. Roberts, Jr., Chief Justice of the United States, was born in Buffalo, New York, January 27, 1955. He married Jane Marie Sullivan in 1996 and they have two children—Josephine and Jack. He received an A.B. from Harvard College in 1976 and a J.D. from Harvard Law School in 1979. He served as a law clerk for Judge Henry J. Friendly of the United States Court of Appeals for the Second Circuit from 1979-1980 and as a law clerk for then-Associate Justice William H. Rehnquist of the Supreme Court of the United States during the 1980 Term. He was Special Assistant to the Attorney General, U.S. Department of Justice from 1981-1982, Associate Counsel to President Ronald Reagan, White House Counsel's Office from 1982-1986, and Principal Deputy Solicitor General, U.S. Department of Justice from 1989-1993. From 1986-1989 and 1993-2003, he practiced law in Washington, D.C. He was appointed to the United States Court of Appeals for the District of Columbia Circuit in 2003. President George W. Bush nominated him as Chief Justice of the United States, and he took his seat September 29, 2005.

Meeting Agendas Planning Enide/Scheduk Sitredule 1701 Flight COR 90801 Judges Reception G UMF with Faculty H ()00 elling with Students 9060 enversation J eception K \$15,128 Jarthrop 1701 0781 20237 mmunications P UME olunteer Q 000 R 8235 riversity Video S U V Basket W X Y



TAB A

Conhimation Code# DOBBVC

Stein Lecture meeting Thursday, September 20, 2018; 10am-11am Committee: Mark Cohen, Luke Johnson, Jon McClanahan Lee, Robert Stein, Angela Tanner, Laura Walton, and Monica Wittstock Agenda 1. Approve sold out email 2. Dinner a. Hosted bar during social, tableside wine service during dinner b. New guests i. Doug and Terese Peterson Yes of dinner ii. Brad and Rita Lerman — Need contact information iii. Melissa Stull — V Dunder 40 c. Dinner list confirmed by Sept 24 Shooting for 300 Room setup confirmed by Sept 24 i. 5 - 72' rounds to seat 10 each ii. 8 - 60" rounds to seat 6 each 3. VIP tickets a. 4 more for the Board of Regents 5 tables of 6 b. 1 for Julie Revers (staffing President Kaler) c. Sending the list to Northrop on 9/21 ~41) 5 fewer grests u/ senatos+ Front row(s) list: b. ECMC Explored Signs oka. Stein family - President - Dean? - Provost - Stein family Next meeting

- reminder to Court about Tuesday

Confidential -- Not For Distribution

Schedule for John G. Roberts, Jr., Chief Justice of the United States University of Minnesota Law School Contact: Laura Walton—612-624-1885

Monday, October 15, 2018

Travel Day

Tuesday, October 16, 2018

10:45 am	Arrive at the University of Minnesota Law School
	Meet with Dean Garry Jenkins and Professor Robert Stein, Dean's Office
11:15 am - 12:00 pm	Class Visit
12:00 pm - 12:15 pm	Break
12:15 pm - 1:15 pm	Box Lunch with Faculty, LVCR
1:15 pm	Departs University of Minnesota Law School
3:45 pm	Arrives at Northrop
4:00 pm - 4:05 pm	Conversation Introductions
4:05 pm - 4:15 pm	Remarks by Chief Justice John G. Roberts, Jr.
4:15 pm - 5:00 pm	Conversation with Professor Robert Stein
5:00 pm - 5:15 pm	Q & A
(5:15 pm - 6:15 pm	Reception, Northrop Atrium)*
5:15 pm - 6:15 pm Studio	Private reception with federal judges, Hubbard Broadcasting Rehearsal
(6:00 pm - 6:30 pm	Social before Dinner, Lindahl Founders Room)*
6:30 pm	Dinner, Lindahl Founders Room
8:15 pm	Departs Northrop

Wednesday, October 17, 2018

Travel Day

*Chief Justice not attending

Stein lecture meeting

Friday, September 7, 2018; 11am-12pm

Committee: Mark Cohen, Luke Johnson, Jon McClanahan Lee, Robert Stein, Angela Tanner, Laura Walton, and Monica Wittstock

Agend	la		-? Morrison envolument
1.	Discuss student leaders at Class Visit with Erin Keyes		stay unde 25
	- non to communicate date, 10 am - affinity groups -		- affinity grays - 2
2.	Ticketi	ng	- Exec. Boxd - 6
	a.	New ticket delivery option: Mail Out - sent by posta	l mail
	b.	Laura Walton will send ticket link and promo code to	o the faculty, staff, and
		student listservs	
	C.	Terese Lynch (Advancement) will send Law Leader	s and all alumni the ticket link
		and their promo code	stations-Crain
		- overla	w non- apprived
3.	Public	Information Office to approve the following by Mon,	11 00-
	a.	Press Release	/ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
	b.	Faculty lunch invitation	CMark
	C.	Dinner invitation	
	(1	XLE request	
4.	Reque	sts from Katie Byerly	nty next Tues
	a.	Camera setup – Laura	
	b.	Format for the faculty lunch— () ne	-informal -dele questing
	C.	List of guests at faculty lunch and dinner – Laura	-dele questing
			ansne quetal
5.	Dinner	6:00 pm	a hot
	a.	Confirm social starts at 6:15pm with dinner at 6:30p	m
	b.	Contact information	
		ECINAL ROAVIL-BOX	15 by 3:30 pm
6.	CLE re	equest + ECMC Board-by	13 7 5 5 7
		request + saved sexts Heeting + email from So	11- kinidson
7.	Next M	Meeting + fmal mom 30	OFT KINDOVC

Thus-20th 10am

Confidential -- Not For Distribution
Schedule for John G. Roberts, Jr., Chief Justice of the United States
University of Minnesota Law School

Monday, October 15, 2018

Travel Day

Tuesday, October 16, 2018

10:45 am Arrive at University of Minnesota Law School

Meet with Dean Garry Jenkins and Professor Robert Stein, Dean's Office

11:15 am - 12:00 pm Class Visit, Mondale 25

12:00 pm - 12:15 pm Break

12:15 pm - 1:15 pm Box Lunch with Faculty, LVCR

1:15 pm Departs University of Minnesota Law School

3:45 pm Arrives at Northrop

4:00 pm - 4:05 pm Conversation Introductions

4:05 pm - 4:15 pm Remarks by Chief Justice John G. Roberts, Jr.

4:15 pm - 5:00 pm Conversation with Professor Robert Stein

5:00 pm - 5:15 pm Q & A

(5:15 pm – 6:15 pm Reception, Northrop Atrium)

5:30 pm - 6:15 pm Private reception with federal judges, Hubbard Broadcasting Room

6:30 pm Dinner, Lindahl Founders Room

8:15 pm Departs Northrop

Wednesday, October 17, 2018

Travel Day

Stein lecture meeting

Wednesday, August 29; 2-3 pm

Attendees: Mark Cohen, Luke Johnson, Jon McClanahan Lee, Robert Stein, Angela Tanner, Laura Walton, and Monica Wittstock

Ager	nda	
1	. Comm	nunications
		Internal communications for Public Information Office to review: i. class visit announcements 1. Morrison's class 2. Stein's class 3. Student leaders ii. Faculty lunch invitation iii. Private reception for federal judges invitation iv. Dinner invitation 1. Add Judge Stras?
	b.	photo release, speaker release
	C.	1. Add Judge Stras? twife photo release, speaker release CSPAN press area of stationary carmera rks to prepare Stain's appoundement at the class visit
2	. Rema	rks to prepare
) U	LIMUS C.	Voice of God for 3:45pm announcement and President Kaler's introduction Lecture introductions i. President Kaler: introduce Dean Jenkins — Stein and Chief Justice Roberts ii. Dean Jenkins: introduce Professor Stein and Chief Justice Roberts iii. 1-2 minute limit for both introductions
	d e. f.	iv. Has Provost Hanson been notified that she is no longer doing introductions? Continuum of Action for Stein Q&A process announcement for Stein Closing remarks for Stein
3		e reception for federal judges
		FBA is still willing to host alcohol but their rep should be invited Laura will send out invitations and order catering selected by Chief Judge Tunheim
4	. VIP lis a. b.	We're getting very close to the 200 cut off; ~20 left Laura will send an invite to the Regents
	C.	i. Chief Justice Roberts' guests - 20 Seats Hatte hand-caper occlets ii. Stein family — Mont now iii. President Kaler, Dean Jenkins, Provost Hanson with the liv. Dr. I. King Jordan — Directors of Economic Actions of Economic A
5.	Next N	Reeting – Wednesday, September 12 – conflict at 2:30pm
	Trida	of Sept 7 thursday 14
	Mar	h 11th
		Thus @ 9AM

Confidential -- Not For Distribution
Schedule for John G. Roberts, Jr., Chief Justice of the United States
University of Minnesota Law School

Monday, October 15, 2018

Travel Day

Tuesday, October 16, 2018

10:45 am Arrive at University of Minnesota Law School

Meet with Dean Garry Jenkins and Professor Robert Stein, Dean's Office

11:15 am - 12:00 pm Class Visit

12:00 pm - 12:15 pm Break

12:15 pm - 1:15 pm Box Lunch with Faculty, LVCR

1:15 pm Departs University of Minnesota Law School

3:45 pm Arrives at Northrop

4:00 pm - 4:01 pm Conversation Introductions

4:01 pm - 4:10 pm Remarks by Chief Justice John G. Roberts, Jr.

4:10 pm - 5:00 pm Conversation with Professor Robert Stein

5:00 pm - 5:15 pm Q & A

(5:15 pm – 6:15 pm Reception, Northrop Atrium)

5:30 pm – 6:15 pm Private reception with federal judges, Hubbard Broadcasting Room

6:30 pm Dinner, Lindahl Founders Room

8:15 pm Departs Northrop

Wednesday, October 17, 2018

Travel Day



Katie

Re: Visit to University of Minnesota - October 2018

Katie Byerly kbyerly@supremecourt.gov Wed, Sep 12, 2018 at 8:55 AM To: Laura Walton < lwalton@umn.edu> Cc: Robert Stein <stein@umn.edu>, Angela Tanner <angelat@umn.edu>, Sheldon Snook <ssnook@supremecourt.gov>, Michael Shenkman <mshenkman@supremecourt.gov>, "Jeffrey P. Minear" <jminear@supremecourt.gov>, Kathy Arberg <karberg@supremecourt.gov>, Craig Carroll <ccarroll@supremecourt.gov> Dear Laura, I hope this note finds you well. Thank you so much for your kind assistance. We will certainly do our best to get you and your colleagues the answers to your questions by Tuesday, September 25. I have been advised, in order for us to sign off on the dinner invite text, we would greatly appreciate first reviewing a proposed dinner invitee list. When convenient, would you mind sharing this list with us? We understand the time constraints on your end to properly execute the necessary arrangements, and therefore, would review such list promptly. Additionally, holding tickets at will call for up to 20 guests would be great. My colleague Shelly Snook will be in touch with a list of names. By what date will you need them? Lastly, we are going to hold off on any adjustments we may make to the Chief Justice's flight itinerary until closer to the date. Thank you again. Should you have any questions or concerns, please do not hesitate to reach out. Have a wonderful day! Best.

From: Laura Walton [mailto:lwalton@umn.edu] Sent: Monday, September 10, 2018 4:38 PM

To: Katie Byerly

Cc: Robert Stein; Angela Tanner; Sheldon Snook; Michael Shenkman; Jeffrey P. Minear; Kathy Arberg; Craig Carroll

[Ouoted text hidden]

[Quoted text hidden]



Re: Visit to University of Minnesota - October 2018

Laura Walton < lwalton@umn.edu>

Mon, Sep 10, 2018 at 3:38 PM

To: Katie Byerly <kbyerly@supremecourt.gov>

Cc: Robert Stein <stein@umn.edu>, Angela Tanner <angelat@umn.edu>, Sheldon Snook <ssnook@supremecourt.gov>, Michael Shenkman <mshenkman@supremecourt.gov>, "Jeffrey P. Minear" <jminear@supremecourt.gov>, Kathy Arberg <karberg@supremecourt.gov>, Craig Carroll <ccarroll@supremecourt.gov>

Hello, Katie,

I'm responding to your questions below:

- 1. Please note that the room number for the class visit is room 25.
- 3. We hire a videographer to record the event. He uses 3 cameras and they operate from 3 fixed positions throughout the lecture hall. No cameras will be roving.
- 5. The faculty lunch is an informal, round-table conversation where faculty will ask questions of the Chief Justice. Professor Stein will be in attendance and welcome the Chief Justice. No formal remarks are expected.
- 6. These will come from me. What's the deadline for these lists?

Could you please provide responses to the following items no later than Tuesday, September 25? As you can understand, we'll need time on our end to make the proper arrangements.

- · how the Chief Justice will deliver his introductory remarks
- · whether he will use visual aids
- · if we're required to omit the visual aids from the video recording
- · the process for audience questions
- · the names of the two dinner guests

Shelly also requested 20 ticket to be held. How will this be handled? Should I expect a list of names for tickets to be held at Will Call?

The flight for the Chief Justice was also booked on my credit card. Will we be rescheduling that sometime soon?

Thank you,

Laura

[Quoted text hidden]

Laura C. Walton Event Manager Iwalton@umn.edu (612) 624-1885

University of Minnesota Law School Facilities & Events 474 Walter F. Mondale Hall 229-19th Avenue South Minneapolis, MN 55455



নe: Visit to University of Minnesota - October 2018

Katie Byerly <kbyerly@supremecourt.gov>

Thu, Aug 3O, 2018 at 3:07 PM

To: Robert Stein <stein@umn.edu>

Cc: Angela Tanner <angelat@umn.edu>, Laura Walton <lwalton@umn.edu>, Sheldon Snook <ssnook@supremecourt.gov>, Michael Shenkman <mshenkman@supremecourt.gov>, "Jeffrey P. Minear" <jminear@supremecourt.gov>, Garry Jenkins <gjenkins@umn.edu>, Kathy Arberg <karberg@supremecourt.gov>, Craig Carroll <ccarroll@supremecourt_gov>

Dear Professor Stein,

Thank you and your colleagues for taking the time yesterday to chat with us. We, too, are eagerly looking forward to the visit. Per our conversation, please find attached our working event timeline, and below our notes from the call. As discussed, we hope to be in touch with you soon regarding our follow-up action items.

- 1. We are comfortable with moving the class visit to room 125 so as to be able to include your class, Professor Fred Morrison's class, and selected student leaders. We understand that you will keep this a "surprise visit" in the sense that the students will not be informed about the guest appearance by the Chief Justice. We understand that once everyone is seated, you will convene the class and then the Chief Justice can enter the room, make a brief informal greeting, and take questions. As discussed, the Chief Justice treats classroom visits as private conversations (i.e., no media coverage or photography), and we appreciate that you will guide your students to turn off all cell phones, laptops, etc., before he arrives in the classroom.
- 2. We understand the need to allow five minutes for President Kaler and Dean Jenkins to make welcome remarks at the large public event. We respectfully request your help in ensuring that introductions are kept to this new time limit, as the Chief Justice prefers no more than a few words of introduction.
- 3. Please note that the guidance on video recording provided by the Public Information Office referenced a camera working from a fixed position. In our conversation, you described a more extensive multi-camera setup, and we ask that you please provide more details about where you propose to position cameras and how they might be used.
- 4. Please continue to provide our Public Information Office with all draft written materials mentioning the Chief Justice for our review and approval prior to release (print postcard, invitations, email notices, website postings, releases, etc.).
- 5. In regards to the faculty luncheon, we would appreciate receiving more information about the envisioned format, particularly the Chief Justice's role during the luncheon. For instance, will it be Professor Stein who welcomes the Chief Justice? Also, please confirm no remarks are expected.
- 6. In due course, please provide a list (with bios where possible) of anticipated guests for each of the faculty luncheon and the dinner with indication of whom you anticipate seating at the head table or equivalent.

For our follow-up:

- We will let you know once we have guidance from the Chief Justice as to his preference for introductory remarks, including whether he will use visual aids. Please note that in the past, we have omitted such presentations from any recording and so for now we will keep a marker for the possibility of such an approach here.
- We are proceeding on a working assumption of 15 minutes of audience questions but, as discussed, we would like to allow for the Chief Justice to decide closer to the date of the event whether he will take questions. In the meantime, we will follow-up with you to work out the most suitable mechanism for guests in the audience to participate through questions so that we have a plan in place.
- As you suggested, we will contact Chief Judge Tunheim directly regarding details of the reception for federal judges.
- We appreciate your offer to hold two seats at the dinner for prospective guests of the Chief Justice, and we will follow-up in due course.
- We will let the Chief Justice know of your kind offer of additional time in advance of the large event to ensure he is comfortable with your plans for the conversation. We anticipate the law school visit will allow for that exchange between you and the Chief Justice. We have confirmed that it unfortunately will not be possible to schedule anything on Monday, October 15. Might it assist your facilitation of the conversation to brief Michael and Shelly on your general plans sometime the week before the visit?
- We will pass along your request on behalf of the Minnesota Law Review.

Lastly, as requested, Michael Shenkman can be reached at 202.479.3401, and Shelly Snook can be reached at 202.479.3070.

Thank you, again, for your time yesterday. We look forward to continuing to collaborate with you and your team. I am sure there will be more questions as the event draws near, so please note, we are always happy to chat by phone, if useful.

Have a wonderful afternoon.

Warm regards,

Katie

P.S. - I wish I was related to the Byerly's grocery store family...

Katie Byerly

Secretary to the Chief Justice

Supreme Court of the United States

E-mail: kbyerly@supremecourt.gov | Phone: 202.479.3075

From: Robert Stein [mailto:stein@umn.edu]
Sent: Monday, August 20, 2018 11:30 AM



University of Minnesota - October 2018

Katie Byerly <kbyerly@supremecourt.gov>

Wed, Aug 15, 2018 at 4:39 PM

To: Angela Tanner <angelat@umn.edu>, Laura Walton <lwalton@umn.edu>

Cc: Sheldon Snook <ssnook@supremecourt.gov>, Robert Stein <stein@umn.edu>, Michael Shenkman

<mshenkman@supremecourt.gov>, Security Detail <SecurityDetail@supremecourt.gov>

Dear Angela and Laura,

A brief note to say thank you for taking the time yesterday to meet with my colleagues, Shelly Snook and Craig Carroll. I had the opportunity to speak to Shelly earlier, and heard it was a great and productive visit (the Twins won too!).

Per yesterday's conversation, I wanted to share with you the attached discussed agenda to ensure we are all aligned.

Additionally, the Chief Justice is

We look forward to working with you, and are excited about the imminent visit to the University of Minnesota Law School.

Should you have any other questions or concerns, please do not hesitate to reach out.

Have a wonderful evening. All the best, Katie

Katie Byerly

Secretary to the Chief Justice

Supreme Court of the United States

E-mail: kbyerly@supremecourt.gov | Phone: 202.479.3075

From: Laura Walton [mailto:lwalton@umn.edu]

Sent: Thursday, May 31, 2018 2:54 PM

To: Craig Carroll

Cc: Katie Byerly; Sheldon Snook; Robert Stein; Diane Nelson; Security Detail; Angela Tanner

Subject: Re: University of Minnesota - October 2018



Re: Visit to University of Minnesota - October 2018

6 messages

Robert Stein <stein@umn.edu>

Mon, Aug 20, 2018 at 10:29 AM

To: Katie Byerly <kbyerly@supremecourt.gov>

Cc: Angela Tanner <angelat@umn.edu>, Laura Walton <lwalton@umn.edu>, Sheldon Snook <ssnook@supremecourt.gov>, Michael Shenkman <mshenkman@supremecourt.gov>, "Jeffrey P. Minear" <jminear@supremecourt.gov>, Garry Jenkins <gjenkins@umn.edu>

Katie, Shelly, Michael, Jeff,

Thank you for the advance visit to the University of Minnesota Law School last week. We are eagerly looking forward to the Chief Justice's visit to the University of Minnesota on October 15-16. I am disappointed that a previous commitment had me out of town on the day of your visit last week.

We, of course, want to be certain to follow the schedule preferred by the Chief Justice and you. I have a few comments and questions about some items in the agenda Katie sent us on August 15.

- 1. We would like to move the class meeting with students into classroom 125 (instead of classroom 50), as that holds a few more students. In light of the fact the Chief Justice will visit only one class instead of two, and will not have a meeting with leaders of student groups, we would like to combine in classroom 125 the two classes we had intended the Chief Justice to visit, and about 25 student leaders. Classroom 50 holds 112 students. The Constitutional Law class is 57 students; my Supreme Court class has 40 students; so the two classes total 97 students. We would like to add 25 student leaders to bring the total to 122 students (slightly more or less if registration changes). We could accommodate that number in room 125.
- 2. We would like to expand slightly the time shown for introductions to the Conversation from 1 minute to 5 minutes. It will benefit the Law School if the President of the University, Eric Kaler, convenes the meeting (of 3,000 attendees in the large auditorium). He will then turn the microphone over to Law School Dean Garry Jenkins. We would like Dean Jenkins to have an opportunity to welcome the large crowd to the Law School event, and then give 1 minute introductions to the Chief Justice and me. I hope that is agreeable.
- 3. Our plan is for the Chief Justice and me to walk out on the stage together after the introductions and sit in the chairs center stage where we will have our Conversation. Would the Chief Justice plan to give his remarks while seated there next to me, or would he like to stand at a lecturn when he gives them?
- 4. Regarding questions to the Chief Justice from students, I will plan to read them and ensure that only appropriate questions are asked. We would like to have students submit cards to ushers in the hall who will bring them to the stage at the conclusion of the Conversation for me to review and ask the Chief Justice. Is that agreeable to you? Or do you want the students to submit them before hearing the Chief Justice's remarks? We have a preference for having questions submitted by students during the Conversation (giving the students a sense of engagement in the Conversation), but we will, of course, proceed as the Chief Justice prefers.

5. I will be in contact with Chief Judge John Tunheim about a private reception for the federal judges in Minnesota backstage after the Conversation and before the dinner. That will replace the judges' dinner originally planned for Monday evening October 15, 2018

Thank you for your consideration of these comments and questions. You, or we, may have more questions as we get closer to the event. Michael, I look forward to meeting you when you are here. And Jeff and Shelly, I am disappointed you may not be able to be here. And, of course, we will miss the presence of Mrs. Roberts if she is not able to accompany the Chief Justice to Minnesota.

Katie, on a totally separate subject: Are you any relation to the Byerly's Grocery family in Minnesota. My home is close to the original Byerly's store in Golden Valley.

With warm regards,

17 Stein Lecture into agenda

Schedule for United States Supreme Court Chief Justice John G. Roberts, Jr. University of Minnesota Law School

Monday, October 15, 2018 - Stein hopes to meet that night Travel Day

Tuesday, October 16, 2018

10:45 am

Arrive at University of Minnesota Law School

Meet with Dean Garry Jenkins and Professor Robert Stein, Dean's Office

11:15 am - 12:00 pm Class Visit

Stein's class: 36, Leaders at 25 -move p Rm 257, Leaders at 25

12:00 pm - 12:15 pm Break

12:15 pm - 1:15 pm

Box Lunch with Faculty, LVCR

1:15 pm

Departs University of Minnesota Law School

3:45 pm

Arrives at Northrop

4:00 pm - 4:01 pm

Conversation Introductions

-4:05pm President + Dean

Tuntreim to pour

or cost of dine

4:01 pm - 4:10 pm

Remarks by Chief Justice John G. Roberts, Jr.

4:10 pm - 5:00 pm

Conversation with Professor Robert Stein

5:00 pm - 5:15 pm

Q&A - vetted- Strink ash

Reception, Northrop Atrium) | Scale back #

(5:15 pm – 6:15 pm

5:15 5:30 pm – 6:15 pm

Private reception with federal judges, Hubbard Broadcasting Room

6:30 pm

Dinner, Lindahl Founders Room

8:15 pm

Departs Northrop

Wednesday, October 17, 2018

Travel Day

AGENDA Stein Lecture planning meeting; Wednesday, August 1; 2-3 pm Attendees: Mark Cohen, Luke Johnson, Jon McClanahan Lee, Robert Stein, Angela Tanner, Laura Walton, and Monica Wittstock 1. Follow-up from last meeting a. Need decision on reception menu from the Dean b. Honorarium - Chief Justice not able to accept Dinner with federal judges in Minnesota a. Chief Judge Tunheim's clerk, Kate Fogarty, will make the venue arrangements and invite quests/track rsvp responses i. Laura Walton will staff the event ii. As soon as we know if Jane Roberts or Jeff Minear are attending, please update Chief Judge Tunheim Max 3 more 1. Sheldon Snook or Michael Shenkman Lether would strend b. Chief Judge Tunheim will make the seating assignments 1. Would the Chief Justice want name tags as well?
2. Bob Stein's seating preference. i. Laura Walton will provide name cards 2. Bob Stein's seating preference was wext to Justice c. Lecture tickets for federal judges _ in in wite + great ? Law Leaders and alumni communications a. Both groups will receive the postcard and an email on August 15 b. Reminder to all alumni in the September 4th Alumni Digest c. Law Leaders will receive the ticket link and promo code email on September 11 & 12 i. Email will be sent to 316 members of the Lockhart Club ii. They will register directly through the Northrop ticket site, not through Advancement d. Alumni will receive the ticket link and promo code email on September 12 & 13 3 tables of 10 4. Dinner a. Review guest list and suggestions for Advancement's guests b. Determine date for sending dinner invite i. Should Stein family members receive an invitation? 6. Next Meeting – Wednesday, August 15? CLE request WCCO-Roshin, medialist - Stein mailing list ~200 + Favoly + Staff - post card Aug 18 - student email N Sau the

AGENDA Stein Lecture planning meeting: Wednesday, July 11; 2-3 pm

Attendees: Mark Cohen, Luke Johnson, Jon McClanahan Lee, Robert Stein, Angela Tanner, Laura Walton

1		1
	1.	Schedule
	2.	Updates a. Rare Books Room confirmed for student meeting b. Security visit confirmed for Aug 13-14; Northrop tour Aug 14 c. Ticket meeting on July 13; site will be setup by Sept 4 d. Meeting about Judges Dinner with Chief Judge Tunheim on July 25 e. Scheduling a meeting with Communications and Advancement to determine Law Leaders list and schedule ticket emails to alumni f. Provost confirmed; waiting for response on dinner
	3.	f. Provost confirmed; waiting for response on dinner Honorarium – mailed or delivered in person? a. Welcome basket at hotel b. Gift \$10-\$200 range
	4.	Lunch with faculty: Panera Catering for boxed lunches Stein to said faculty email, Angie to track
	5.	Reception Menu Crosby Package \$3/guest: Assorted Cookies Citrus-infused Water, Choice of Punch, Coffee, or Lemonade
		 Lindahl Package \$4/guest: Assorted Cookies, Bars, and Cupcakes, Citrus Infused Water, Choice of Punch, Coffee or Lemonade
		Carlson Package \$5/guest: o Assorted Cookies, Bars and Cupcakes, o Fresh Fruit Skewers, o Citrus-Infused Water, Choice of Punch, Coffee of Lemonade
	6.	Dinner Menu a. Social before dinner: i. Hosted bar ii. Hors D'oeuvres: antipasti skewers; lemon, lavender honey, and thyme ricotta bruschetta
		Review Dinner Invitation &
	8.	Next Meeting - week of August 3rd? Postcard-mailing list? Wed, Avg 2, 2pm Joshic N mac tables-maybe Staff sup be fore dinner - volunteers

United States Supreme Court Chief Justice John G. Roberts, Jr.

University of Minnesota Law School

Contact: Laura Walton-612-624-1885

Monday, October 15, 2018

5:30 pm

Arrive at MSP

6:15 pm

Arrive at Nicollet Island Inn

7:00 pm

Judges Dinner, Nicollet Island Inn

Tuesday, October 16, 2018

9:30 am

Arrive at University of Minnesota Law School

9:40 am

Meet with Dean Jenkins and Professor Stein in Dean's Office

10:00 am

Professor Stein's Great Cases class visit

11:15 am

Professor Morrison's Constitutional Law class visit

12:15 - 1:15 pm

Box Lunch with Faculty, LVCR

1:45 pm - 2:45 pm

Meet with Student Leaders, Arthur C. Pulling Rare Books Room

3:00 pm

Depart for Northrop Auditorium

4:00 pm - 4:15 pm

Conversation Introductions

4:15 pm - 4:30 pm

Remarks by U.S. Supreme Court Chief Justice John G. Roberts, Jr.

4:30 pm - 5:15 pm

Conversation

5:15 pm - 5:45 pm

Q&A

5:45 pm - 6:30 pm

Reception, Northrop Atrium

6:30 pm - 6:45 pm

Social before Dinner, Lindahl Founders Room

6:45 pm

Dinner, Lindahl Founders Room

9:00 pm

Return to Nicollet Island Inn

Wednesday, October 17, 2018

7:00 am

Depart for DCA



PLATED DINNERS AT NORTHROP

Fall & Winter Events

Shared Starters for the Table

priced per table; each serves 6-8 guests

Cheese & Salumi Board 60. Served with Fresh Fruits, Olives, Baguette, and Crackers

Dips Trio with Crudités, Crisp Flatbreads, and Baguette 40.
Red Pepper Hummus, Whipped Ricotta with Lemon & Thyme, and Spinach-Artichoke Dip

Individual Starters

Arugula with Orange Segments, Pomegranate Seeds, Goat Cheese, and Citrus Vinaigrette 6.

Mixed Greens with Roasted Squash, Manchego, Toasted Pumpkin Seeds, and Sherry Vinaigrette 6.

Entrées

Tarragon Chicken with Wild Mushrooms 22. Served with Mashed Potatoes and Seasonal Vegetables

Red Wine Braised Beef Short Ribs 30. Served with Mashed Potatoes and Seasonal Vegetables

Fennel-Spiced Porchetta 26.
Served with Creamy Lemon Risotto and Seasonal Vegetables

Herb-Crusted MN Walleye with Preserved Lemon Remoulade 26. Served with Roasted New Potato "Chips" and Seasonal Vegetables

Roasted Salmon with Lemon-Dill Sauce 28.
Served with Mashed Potatoes and Seasonal Vegetables

Vegetable Gnocchi 20. Butternut Squash, Spinach, Sage, and Parmigiano Reggiano

Shared Desserts for the Table priced per table; each serves 6-8 guests

Bite-Sized Brownies and Chocolate Covered Strawberries 40.

Assorted Cupcakes 40.

Bite-Sized Cookies & Bars 30.

Individual Desserts

Dulce de Leche Cheesecake 6.

Dark Chocolate Torte with Raspberries 6.

Spiced Apple Tart 6.



Invitation to dinner with Chief Justice Roberts; Tues, Oct 16

1 message

Laura Walton < lwalton@umn.edu>
To: Laura Walton < lwalton@umn.edu>

Wed, Jul 11, 2018 at 11:27 AM



Dear Ms. Walton,

University of Minnesota Law School Dean Garry W. Jenkins and Professor Robert A. Stein cordially invite you and a guest to join them for a dinner honoring United States Supreme Court Chief Justice John G. Roberts, Jr.

Tuesday, October 16, 2018 at 6:45 p.m. Social time at 6:30 p.m. Lindahl Founders Room, Northrop Auditorium

At 4:00 p.m. Chief Justice Roberts will speak at the 2018 Stein Lecture at Northrop Auditorium. We are happy to reserve a ticket for you and your guest to the lecture.

Please reply at your earliest convenience to lawevent@umn.edu to indicate if you would like tickets to the lecture and whether you are able to join us for dinner.

Include your name, your guest's name, and your dinner selections (Salmon, Beef Tenderloin or Vegetarian) in your reply.

We hope that you can join us.

Thank you.

Laura Walton, Event Manager University of Minnesota Law School (612) 624-1885 lawevent@umn.edu

More Information on the 2018 Stein Lecture with Chief Justice Roberts

AGENDA Stein Lecture planning meeting: Wednesday, June 13; 2-3 pm Attendees: Luke Johnson, Jon McClanahan Lee, Robert Stein, Angela Tanner, Laura Walton vargema (1. Schedule Monday, October 15, 2018 Island Inn / Jack Tunkin. licollet Island Inn ty of Minnesota Law School offing 1:15 Am Can Law aculty, LVCR t Leaders, LVCR Rave Books pp Auditorium oductions ture Remarks by C) 4:30-5:18 (avo Q&A J.UU pm - 5:30 pm 5:15-5:45 O+A 5:30 pm - 6:30 pm Reception, Northrop Atrium 6:00 pm - 6:30 pm Social before Dinner, Lindahl Founders Room 6:30 pm Dinner, Lindahl Founders Room 8:30 pm Return to Nicollet Island Inn Wednesday, October 17, 2018 7:00 am Depart for DCA (Usubmit request 2. Security advance visit: Monday, August 13-Tuesday, August 14 3. Review list of student leaders Law Council Exec Board — 4 Minnesota Law Review EIC Student Org Leaders Minnesota Journal of Law, Science & Technology EIC Clinic Directors Minnesota Journal of Legal Writing Instructors International Law EIC Moot Court Directors Law & Inequality EIC 20 Students 2 from each groups + Diversity groups 4. Review dinner guest list a. Invitations: hard copy mailing and email? 5. Updates/Questions from Professor Stein Special Guest (VIP) 6. Next Meeting: week of July 16?

Resident Circle

@ family of Stan

AGENDA Stein Lecture planning meeting: Wednesday, June 13; 2-3 pm Attendees: Luke Johnson, Jon McClanahan Lee, Robert Stein, Angela Tanner, Laura Walton 1. Schedule Monday, October 15, 2018 5:30 pm Arrive at MSP Arrive at Nicollet Island Inn 6:15 pm 7:00 pm Judges Dinner, Nicollet Island Inn Arrive at University of Minnesota Law School

MCLTO OCAN SHOW STATES (30-40 shoulds) Tuesday, October 16, 2018 --:-- am Class visits offit 15 Am Con 1 --:-- am Box Lunch with Faculty, LVCR 12:15 - 1:15 pm Meet with Student Leaders, LVCR Rave Books 1:45 pm - 2:45 pm 3:00 pm Depart for Northrop Auditorium 4:00 pm - 4:15 pm Conversation Introductions Conversation/Lecture Remarks by C 4:15 pm - 5:00 pm 4:30-5:18 Caro 5:00 pm - 5:30 pm Q & A 5:15-5:45 O+A 5:30 pm - 6:30 pm Reception, Northrop Atrium 6:00 pm - 6:30 pm Social before Dinner, Lindahl Founders Room 6:30 pm Dinner, Lindahl Founders Room 8:30 pm Return to Nicollet Island Inn Wednesday, October 17, 2018 7:00 am Depart for DCA Security advance visit: Monday, August 13-Tuesday, August 14 3. Review list of student leaders Law Council Exec Board — 4 Minnesota Law Review EIC Minnesota Journal of Law, Student Org Leaders Science & Technology EIC Clinic Directors Minnesota Journal of Legal Writing Instructors International Law EIC Moot Court Directors Law & Inequality EIC 20 Students 4. Review dinner guest list

Rusident Ourcle

a. Invitations: hard copy mailing and email?

5. Updates/Questions from Professor Stein

6. Next Meeting: week of July 169

Guest list for Tuesday dinner:

- 1. Chief Justice John Roberts
- 2. Mrs. Roberts
- 3. Dean Garry Jenkins
- 4. Professor Robert Stein
- 5. Sandra Stein
- - 12. President Eric Kaler
 - 13. Karen Kaler
 - 14. Provost Karen Hanson
 - 15. Dennis Senchuk
 - 16. Dean Johnson, Chair of the Board of Regents
 - 17. Debbie Johnson
 - 18. Walter Mondale
 - 19. Mondale's guest
 - 20. Chief Judge Jack Tunheim
 - 21. Kathy Tunheim
 - 22. Chief Justice Lorie Gildea
 - 23. Gildea's guest
 - 24. Governor Mark Dayton
 - 25. Dayton's guest
 - 26. Senator Amy Klobuchar
 - 27. Klobuchar's guest
 - 28. Senator Tina Smith
 - 29. Smith's guest
 - 30. Nancy Lindahl
 - 31. John Lindahl

- Judge Ann Montgomery
- Judge Wilhelmina Wright
- Judge Michael Davis
- Judge Natalie Hudson
- Allen ('56) and Linda Saeks
- Mike ('71) and Ann Ciresi
- Lee Mitau '72
- Karin Birkland '87
- Kathleen Blatz '84
- Vance Opperman '69
- Darin Opperman

Kevin Yi Qian

Advancement 10 -4 pul

· 3 congeles

Str Circuit Judge Straus

dim Lober!

AGENDA Stein Lecture planning meeting: Wednesday, May 16; 2-3pm

Attendees: Mark Cohen, Luke Johnson, Jon McClanahan Lee, Robert Stein, Angela Tanner Laura Walton

1.	Schedule Monday, October 15,	2018 - Bob- Flights
	: pm	Arrive at Nicollet Island Inn
	7:00 pm	Judges Dinner, Nicollet Island Inn, Visenshir for al
	Tuesday, October 16	Judges Dinner, Nicollet Island Inn, reservation for ac , 2018 25 ppl - Ton Welashington din lis
	: am	Arrive at University of Minnesota Law School
	: am	Class visits - I first year,
	: pm 2:15-	Box Lunch with Faculty, Lindquist & Vennum Conference Room
	: pm (:15-	Meet with Student Leaders, Arthur C. Pulling Rare Books Room LVC
	3:00 pm	Depart for Northrop Auditorium 25 students
	4:00 pm - 4:15 pm 4:15 pm - 5:00 pm	Conversation Introductions The Every Proposition List of Stude Conversation/Lecture
	5:00 pm - 5:30 pm	Q & A
	5:30 pm - 6:30 pm	Reception, Northrop Atrium
	6:00 pm - 6:30 pm	Social before Dinner, Lindahl Founders Room
	6:30 pm	Dinner, Lindahl Founders Room
	8:30 pm	Return to Nicollet Island Inn
	Wednesday, October	17, 2018

2. Ticket release dates:

--:-- am

release dates:

Monday, September 12 – Law School students, faculty and staff (1 ticket)

Wednesday, September 12-Lockhart Club (2 tickets)

Depart for Washington, D.C.

Wednesday, September 12 – student guests (1 ticket)

Friday, September 14 - Law School alumni and University community (2 tickets)

-wid, This

we13th >7 pm

Monday, September 17 - Public (2 tickets)

3. Promotion of ticket dates:

- Add to event calendar end of July
- Post to the Law School's homepage
- Email in August Alumni Digest

4. Updates/Questions from Professor Stein

5. Next Meeting: Wednesday, June 6 @ 2pm

Prepare requests/questions for Public Information Office

+ Padium

Guest list for Judges dinner:

- 1. Chief Justice Roberts
- 2. Mrs. Roberts
- 3. Dean Jenkins
- 4. Professor Stein
- 5. Chief Judge Tunheim
- 6. Judge Joan N. Ericksen
- 7. Judge Patrick J. Schiltz
- 8. Judge Susan Richard Nelson
- 9. Judge Wilhelmina M. Wright
- 10. Sr. Judge Donald D. Alsop
- 11. Sr. Judge Paul A. Magnuson
- 12. Sr. Judge David S. Doty
- 13. Sr. Judge Richard H. Kyle
- 14. Sr. Judge Michael J. Davis
- 15. Sr. Judge Ann D. Montgomery
- 16. Sr. Judge Donovan W. Frank
- 17. Hon. James B. Loken, 8th Circuit Court of Appeals 18. Hon. David R. Stras, 8th Circuit Court of Appeals
- 19. Hon. Diana E. Murphy, 8th Circuit Court of Appeals
- 20. Hon. Susan Richard Nelson, Chair of the Minnesota Federal Bar Association

Guest list for Tuesday dinner:

- 1. Chief Justice Roberts
- 2. Mrs. Roberts
- 3. Dean Jenkins
- 4. Professor Stein
- 5. Sandra Stein
- 6. President Kaler
- 7. Karen Kaler
- 8. Provost Hanson
- 9. Dennis Senchuk
- 10. Dean Johnson, Chair of the Board of Regents
- 11. Dean Johnson's guest
- 12. Walter Mondale
- 13. Walter Mondale's guest
- 14. Chief Judge Tunheim
- 15. Chief Judge Tunheim's guest
- 16. Chief Justice Gildea
- 17. Chief Justice Gildea's guest
- Governor Dayton
- 19. Governor Dayton's guest
- 20. Senator Klobuchar
- 21. Senator Klobuchar's guest
- 22. Senator Smith
- 23. Senator Smith's guest
- 24. _
- 25.

Classes on Tuesdays:

8:05-9:30 AM	Energy Law (Klass)
8:35-10:00 AM	Torts (Roberts, McClanahan Lee) Mergers & Acquisitions (Hill)
9:05-10:00 AM	Food & Drug Law (Hall) Contracts (Matheson) Criminal Procedure (Reitz) International Law (Morrison)
9:05-10:30 AM	Torts (Kritzer)
9:40-11:05 AM	Advanced Admin Law (Hickman)
9:45-11:00 AM	Undergrad Intro to American Law (Shen)
10:10-11:05 AM	Professional Responsibility (Painter) Remedies (Younger) Estate Planning (Stein)
10:10-11:35 AM	Health Law (Monahan) Analytical Methods (Parisi)

10:45 AM -12:10 PM Torts (Klass)

11:15 AM -12:10 PM Con Law (Morrison) BA/Corps (Matheson)

Copyright (Cotter)

Land Use Planning (Burkhart) European Union (Guyot)

10AM Givent Cases -> Stein's class
50 students

betwe nan, wednesdays Schedule for Chief Justice Roberts **University of Minnesota Law School** Minneapolis, MN Contact: Laura Walton-612-624-1885 tose appro Monday, October 15, 2018 00:00 pm Judges Dinner at Nicollet Island Inn Nages, + Dean Tuesday, October 16, 2018 SMOVER AM OSUV + mana 10:30 am 11:00 am Check in at hotel - Nicollet Island Arrive at University of Minnesota Law School 11:30 am 11:30 am -12:00 pm Greeted by Dean Garry Jenkins and Professor Robert Stein 12:00 pm - 1:00 pm Box Lunch with Faculty, Lindquist & Vennum Conference Room Meet with Law Students, 1:15 pm - 2:00 pm Arthur C. Pulling Rare Books Room 2:15 pm - 3:00 pm Meet with Student Leaders, Lindquist & Vennum Conference Room 3:00 pm Depart for Northrop Auditorium 4:00 pm - 4:15 pm Conversation Introductions duren mannamed on two classes 4:15 pm - 5:45 pm Conversation/Lecture, Q & A 3,000+ 5:45 pm - 6:30 pm Reception, stylar gelass Northrop Auditorium Lobby + minor homes resident, Knowst Stein's class mt 6:30 pm - 7:00 pm Social before Dinner, Lindahl Founders Room check Northup reservat Dinner, Lunch of faculty in WCR 7:00 pm Lindahl Founders Room + (Doverno Chief, Ushice, Tinheir Student Claders Return to Nicollet Island Inn Wednesday, October 17, 2018 00:00 am Depart for Washington, D.C. licket process (Hersened sent for Justice Same as last year See Justice after Lecepton Heist + Loukhart

2-3pm day
anymonday

Pary ton Assistant Manager Andrea

Andreas

Nicollet

612-331-1800



Laura Walton < lwalton@umn.edu>

Re: Invitation to Chief Justice Roberts

2 messages

Robert Stein <stein@umn.edu>

Tue, Apr 19, 2016 at 2:51 PM

To: Sheldon Snook <ssnook@supremecourt.gov>

Cc: David Wippman <dwippman@umn.edu>, Cynthia Huff <huffx070@umn.edu>, Linda Lokensgard <shimm001@umn.edu>, Laura Walton <lwalton@umn.edu>, Angela Tanner <angelat@umn.edu>, Robert Stein <stein@umn.edu>

Shelly,

Thank you for your email. We are delighted the Chief Justice will visit the University of Minnesota Law School in 2018 or 2019 and deliver the Stein Lecture. Justice Ginsburg was here for the Lecture/Conversation with me in September, 2014; Justice Scalia was here for the Lecture/Conversation last October, 2015; and Justice Sotomayor will be here for the Lecture/Conversation with me this coming October, 2016. I look forward to working with you to develop a date and other details of the Chief Justice's visit.

The best time in 2018/2019 for the visit, from the Law School's perspective, would be in the fall semester of 2018. The fall semester begins on the Tuesday after Labor Day and runs until the end of November. It would be better to avoid the first two weeks of the semester and the last two weeks of November so as to not have the visit just as the students are preparing for exams. That fall semester period then would run from September 17, 2018 (Constitution Day) to November 16, 2018. Almost any weekdays that are convenient for the Chief Justice during that period would work for the Law School.

If the dates in the fall semester of 2018 are not convenient for the Chief Justice, we would be happy to have a visit during the spring semester of 2018 or 2019. The appropriate days for a visit during the spring semester would be from about February 5, 2018 to April 13, 2018 (February 4, 2019 to April 12, 2019). In both years, there is a spring break week in the middle of March.

Ideally, the Chief Justice would be here for two days. If he arrived early in the morning on the first day, we would schedule a lunch and some meetings with students and faculty during the morning and early afternoon, and have the Lecture/Conversation at 4:00 pm in a large auditorium on campus that seats 2,700. The auditorium will be full for the Lecture/Conversation by the Chief Justice. Admission will be by complimentary tickets that will be made available, first, for our students, then for our alumni, and finally for the legal community in Minnesota. We anticipate the tickets will all be claimed online shortly after they become available. Following the Lecture/Conversation, we would like to have a reception for the Chief Justice, followed by a small dinner with leaders of the judiciary, bar, the State of Minnesota, and the University.

On the second day of the visit the Chief Justice might wish to return early to D.C, or meet with the U.S. District and Appellate Judges in Minnesota, or have a luncheon with the federal bar association in this District. In any event, the Chief Justice's return would be on the second day.

Alternatively, the Chief Justice might arrive late on the first day and have a small or large dinner on his arrival. The second day would be his day in the Law School. That would give us the opportunity to have more meetings with students and faculty before the Lecture/Conversation at 4:00 pm on the second day. Again, we would like a reception and small dinner following the Lecture/Conversation. With this schedule, the Chief Justice would fly out of Minnesota early in the morning following the Lecture/Conversation.

The Lecture/Conversation can be in the form of a traditional lecture, followed by questions by me and then from the audience. Alternatively, it can be in the form of a Conversation with me, followed by questions from the audience. I note the Chief Justice had such a Conversation with Dean John O'Brien at the New England School of Law in February of this year. If Chief Justice Roberts is agreeable to a Conversation format, I would be happy to make the questions available to him in advance.

As I indicated in my earlier letter, the Stein Lecture provides an honorarium of \$5,000 and covers all of the travel

and lodging expenses in connection with the visit. We would be pleased to have Mrs. Roberts accompany her husband to Minnesota, and we would cover her travel expenses as well.

Please let us know if you have questions about the Lecture/Conversation that I have not addressed. And please let us know if any of the times I have suggested are convenient for the Chief Justice.

Thanks for your help in arranging this visit and Lecture/Conversation.

Sincerely

Bob Stein

Robert A. Stein
Everett Fraser Professor of Law
University of Minnesota Law School
229 19th Avenue South
Minneapolis, MN 55455
Telephone: 612-625-3047

Fax: 612-625-2011 E-mail: stein@umn.edu

On Fri, Apr 15, 2016 at 5:31 PM, Sheldon Snook <ssnook@supremecourt.gov> wrote:

Dear Professor Stein,

My colleague, Cara Gale, forwarded your email from yesterday. I'd be happy to work with you to set the date and to address the other logistics of the Chief Justice's visit in 2018 or 2019. To get started, please feel free to suggest some dates that work on your end, and we'll see if they are free on the Chief Justice's schedule. If you prefer to discuss the visit over the telephone, I'm available next week, at your convenience.

Thank you for reaching out, and please don't hesitate to ask if there's anything I can do. I look forward to working with you and your staff!

Regards, Shelly

Sheldon L. Snook

Special Assistant

Office of the Counselor to the Chief Justice

Supreme Court of the United States

1 First Street, NE

Washington, DC 20543

(202) 479-3374

Sheldon Snook <ssnook@supremecourt.gov>

Thu, Apr 21, 2016 at 9:27 AM

To: Robert Stein <stein@umn.edu>

Cc: David Wippman <dwippman@umn.edu>, Cynthia Huff <huffx070@umn.edu>, Linda Lokensgard <shimm001@umn.edu>, Laura Walton <lwalton@umn.edu>, Angela Tanner <angelat@umn.edu>, Cara Gale <cgale@supremecourt.gov>

Professor Stein,

Thank you for your incredibly helpful email. The range of dates and options are greatly appreciated and should make scheduling much easier than it would be otherwise. We'll give some thought to all of this and be back in touch soon.

Thanks again for your help.

Shelly

From: Robert Stein [mailto:stein@umn.edu] Sent: Tuesday, April 19, 2016 3:52 PM

To: Sheldon Snook

Cc: David Wippman; Cynthia Huff; Linda Lokensgard; Laura Walton; Angela Tanner; Robert Stein

Subject: Re: Invitation to Chief Justice Roberts

[Quoted text hidden]

Shelly,

Thank you for your email of April 9. I had a very productive and enjoyable visit with the Chief Justice and am pleased to send you a summary of the events of the visit that we discussed. I am copying Jeff Minear who sat in on the conversation, and he can add any details of the visit that I have not included.

Monday, October 15, 2018

Chief Justice Roberts will arrive in Minneapolis (in the late afternoon). He will stay at the Nicollet Island Inn, a historic but pleasant hotel on an island in the Mississippi River. We hope that Mrs. Roberts will be able to accompany him, and we are happy to cover her travel expenses as well.

The Chief Justice indicated a desire to visit with federal judges in Minnesota during his visit. We have tentatively planned a private dinner for Chief Justice Roberts with the federal judges in the evening of October 15 at the dining room of the hotel. After returning to Minneapolis following my conversation with the Chief Justice, I spoke with Judge Jack Tunheim, Chief Judge of the District Court for the District of Minnesota about such a dinner. Judge Tunheim has advised me that he has a fund for his court that will cover the costs of a dinner involving the 13 Federal District Judges (including three current vacancies), the three 8th Circuit Court of Appeals Judges in Minnesota, perhaps some other federal judges, University of Minnesota Law School Dean Garry Jenkins and me, and perhaps the Chair of the Federal Bar Association in Minnesota. That dinner would be early, perhaps 7:00 to 9:00pm.

Tuesday, October 16, 2018

We will have an office available for the Chief Justice in a secure area of the Law School. During the day the Chief Justice will like to drop in to two classes unannounced. One of those classes will be a first year class. He will also have lunch with the Law School faculty and will also meet with leaders of the Law Student Council and leaders of the lawt journals and other student organizations.

The Lecture/Conversation will be at 4:00pm in Northrop Auditorium, a large auditorium seating 2,700 persons with a 300 seat overflow hall where the Lecture/Conversation can be viewed by video. The introductions will be by the University of Minnesota President Eric Kaler and Law School Dean Garry Jenkins. Chief Justice Roberts will make some remarks, followed by a Conversation in which he will answer questions from me. Following this Conversation, there will be a time for students to ask the Chief Justice questions. Our plan is for the Chief Justice's Conversation with me to run 45 minutes, followed by 30 minutes of questions from the students. The free tickets for this event will be made available online, on the first day to law students, followed by a day for alumni, and subsequently any available tickets to the bar and public generally. We will hold tickets for any persons the Chief Justice wishes to attend the event.

Following the Lecture/Conversation and Questions, there will be a reception in the foyer of Northrop Auditorium. After the reception, there will be a dinner in an elegant room in Northrop Auditorium for about 25 to 30 persons, including the University President and Provost, the Chief Judge of the Federal District Court in Minnesota, the Chief Justice of the Minnesota Supreme Court, the Minnesota Governor and Senators will be invited, and some members of my family. Spouses of the invitees will also be invited.

Wednesday, October 17, 2018

The Chief Justice departs from Minnesota.

Shelly, please let me know if you have any questions about this general summary of the visit.

With warm regards,

Robert A. Stein Everett Fraser Professor of Law Distinguished Global Professor

On Mon, Apr 9, 2018 at 2:57 PM, Sheldon Snook <<u>ssnook@supremecourt.gov</u>> wrote: Greetings Bob,

I'm pleased to hear you had a constructive visit with the Chief Justice and I'm sorry again I wasn't here to meet you. To move things forward, and at your convenience, would you mind forwarding an itinerary for the Chief's visit that reflects your conversation with him? It doesn't have to be in any great detail, we just want to make sure we're all on the same page with respect to the discrete events that he will be expected to attend. As we get closer to the visit, we expect to develop our own confidential itinerary that will include details about his travel, security, and other logistics.

Thanks for taking the time to stop by. We're looking forward to working with you and your team in the months ahead.

Regards, Shelly



Re: Invitation to Chief Justice Roberts

Sheldon Snook <ssnook@supremecourt.gov>

Wed, Nov 22, 2017 at 11:08 AM

To: Robert Stein <stein@umn.edu>

Cc: Michael Shenkman <mshenkman@supremecourt.gov>, Cara Gale <cgale@supremecourt.gov>, Garry Jenkins <gjenkins@umn.edu>, Laura Walton <lwalton@umn.edu>, Luke Johnson <joh09944@umn.edu>, Angela Tanner <angelat@umn.edu>, Kathy Arberg <karberg@supremecourt.gov>, Diane Nelson <dnelson@supremecourt.gov>

Hi Bob,

Following up on your November 8 email, we've reviewed your suggested schedule for the Chief Justice's visit and propose the following:

- The Chief Justice has adopted a standard pattern for law school visits that has three components: one or two unannounced classroom visits, a feature event in a large venue, and a reception or dinner following the feature event. He would like to follow that format for his visit with you next year on October 16.
- For the large event in the Northrop Memorial Auditorium, the Chief Justice may wish to give 10-15 minutes of
 opening remarks, perhaps using an audio-visual presentation. A 4 p.m. start time sounds fine. We propose to
 work out closer to the date whether to schedule the program for 60 or 75 total minutes—that would leave 45
 minutes for dialogue with you in either scenario, and perhaps another 15 minutes if we open up to audience
 questions.
- We understand that you typically host a large reception for all attendees following the lecture in the box office
 / mezzanine space of the Northrop Auditorium. Do you have in mind for the Chief Justice to briefly drop-by the
 reception and then to hold an early dinner, perhaps in the event space in the Northrop Auditorium itself?
- The Chief likes to include the local Federal judges in his visits. We understand that your usual practice is to invite them to the large lecture. Do you typically invite them to any other portions of the program?
- Unless you think it is important to do so earlier, we would like to wait to announce the event and release
 tickets until much closer to the date—perhaps at the time of your new student orientation in August? I've
 copied Kathy Arberg, the Court's Public Information Officer, on this message and we ask that the law school
 coordinate with her office on all media and publicity matters.

Please let us know if you have any questions or concerns. We'd be happy to discuss in greater detail the logistics of the visit by conference call if you like. For now, I wish you a Happy Thanksgiving.

TAB B

chedule for John G. Roberts, Jr., Chief Justice of the United States

University of Minnesota Law School

Contact: Laura Walton-612-624-1885

Monday, October 15, 2018

Travel Day

Tuesday, October 16, 2018

10:45 am

Arrive at the University of Minnesota Law School

Meet with Dean Garry Jenkins and Professor Robert Stein, Dean's Office

11:15 am - 12:00 pm Class Visit

12:00 pm - 12:15 pm Break

12:15 pm - 1:15 pm Box Lunch with Faculty, LVCR

1:15 pm Departs University of Minnesota Law School

3:45 pm Arrives at Northrop

'00 pm - 4:05 pm Conversation Introductions

4:05 pm - 4:15 pm Remarks by Chief Justice John G. Roberts, Jr.

4:15 pm - 5:00 pm Conversation with Professor Robert Stein

5:00 pm - 5:15 pm Q & A

(5:15 pm - 6:15 pm Reception, Northrop Atrium)*

5:15 pm - 6:15 pm Private reception with federal judges, Hubbard Broadcasting Rehearsal Studio

(6:00 pm - 6:30 pm Social before Dinner, Lindahl Founders Room)*

6:30 pm Dinner, Lindahl Founders Room

8:15 pm Departs Northrop

Wednesday, October 17, 2018

Travel Day

^{*}Chief Justice not attending

Schedule for John G. Roberts, Jr., Chief Justice of the United States Jniversity of Minnesota Law School

Contact: Laura Walton-612-624-1885

Monday, October 15, 2018

Travel Day

Tuesday, October 16, 2018

10:45 am Arrive at the University of Minnesota Law School

Meet with Dean Garry Jenkins and Professor Robert Stein, Dean's Office

11:15 am - 12:00 pm Class Visit

12:00 pm - 12:15 pm Break

12:15 pm - 1:15 pm Box Lunch with Faculty, LVCR

1:15 pm Departs University of Minnesota Law School

3:45 pm Arrives at Northrop

'.00 pm - 4:05 pm Conversation Introductions

4:05 pm - 4:15 pm Remarks by Chief Justice John G. Roberts, Jr.

4:15 pm - 5:00 pm Conversation with Professor Robert Stein

5:00 pm - 5:15 pm Q & A

(5:15 pm - 6:15 pm Reception, Northrop Atrium)*

5:15 pm - 6:15 pm Private reception with federal judges, Hubbard Broadcasting Rehearsal Studio

(6:00 pm - 6:30 pm Social before Dinner, Lindahl Founders Room)*

6:30 pm Dinner, Lindahl Founders Room

8:15 pm Departs Northrop

Wednesday, October 17, 2018

Travel Day

*Chief Justice not attending

chedule for John G. Roberts, Jr., Chief Justice of the Unit

University of Minnesota Law School

Contact: Laura Walton-612-624-1885

Monday, October 15, 2018

Travel Day

Tuesday, October 16, 2018

10:45 am

1:15 pm

3:45 pm

Arrive at the University of Minnesota Law

Meet with Dean Garry Jenkins and Profe

Departs University of Minnesota Law School

11:15 am - 12:00 pm Class Visit

12:00 pm - 12:15 pm Break

12:15 pm - 1:15 pm Box Lunch with Faculty, LVCR

Arrives at Northrop

00 pm - 4:05 pm Conversation Introductions

4:05 pm - 4:15 pm Remarks by Chief Justice John G. Roberts, Jr.

4:15 pm - 5:00 pm Conversation with Professor Robert Stein

5:00 pm - 5:15 pm Q&A

(5:15 pm - 6:15 pm Reception, Northrop Atrium)*

5:15 pm - 6:15 pm Private reception with federal judges, Hubbard Broadcasting Rehearsal Studio

(6:00 pm - 6:30 pm Social before Dinner, Lindahl Founders Room)*

6:30 pm Dinner, Lindahl Founders Room

8:15 pm Departs Northrop

Wednesday, October 17, 2018

Travel Day

*Chief Justice not attending

chedule for John G. Roberts, Jr., Chief Justice of the United States

University of Minnesota Law School

Contact: Laura Walton-612-624-1885

Monday, October 15, 2018

Travel Day

Tuesday, October 16, 2018

10:45 am

Arrive at the University of Minnesota Law School

Meet with Dean Garry Jenkins and Professor Robert Stein, Dean's Office

11:15 am - 12:00 pm Class Visit

12:00 pm - 12:15 pm Break

12:15 pm - 1:15 pm Box Lunch with Faculty, LVCR

1:15 pm

Departs University of Minnesota Law School

3:45 pm

Arrives at Northrop

00 pm - 4:05 pm

Conversation Introductions

4:05 pm - 4:15 pm

Remarks by Chief Justice John G. Roberts, Jr.

4:15 pm - 5:00 pm

Conversation with Professor Robert Stein

5:00 pm - 5:15 pm

Q & A

(5:15 pm - 6:15 pm

Reception, Northrop Atrium)*

5:15 pm - 6:15 pm

Private reception with federal judges, Hubbard Broadcasting Rehearsal Studio

(6:00 pm - 6:30 pm

Social before Dinner, Lindahl Founders Room)*

6:30 pm

Dinner, Lindahl Founders Room

8:15 pm

Departs Northrop

Wednesday, October 17, 2018

Travel Day

^{*}Chief Justice not attending

Laura Walton

Garrett Howe

Professor Stein

Chief Justice Roberts' Office

Katie Byerly 202-479-3075

Michael Shenkman 202-479-3401

Shelly Snook 202-479-3070

Supreme Court PD

Special Agent Craig Carroll

Staff: Special Agent Eliud Rodriguez and Special Agent Andy Ruggles

UMPD

Lieutenant Charles (Chuck) Miner

Plain clothes officer w/ CJR: Investigator Beth Thomas

US Marshals

Patricia (Pat) Schulze

MN District Court

Kate Fogarty

Northrop

Kari Schloner(GM)

Justin Burke (tech)

United States Supreme Court Chief Justice John G. Roberts, Jr.

University of Minnesota Law School

Contact: Laura Walton-612-624-1885

Monday, October 15, 2018

5:30 pm

Arrive at MSP

6:15 pm

Arrive at Nicollet Island Inn_

7:00 pm

Judges Dinner Nicollet Island Inn

Tuesday, October 16, 2018

9:30 am

Arrive at University of Minnesota Law School

9:40 am

Meet with Dean Jenkins and Professor Stein in Dean's Office

with federal judges in Minnesota

10:00 am

Professor Stein's Great Cases class visit

11:15 am

Professor Morrison's Constitutional Law class visit

12:15 - 1:15 pm

Box Lunch with Faculty, LVCR

1:45 pm - 2:45 pm

Meet with Student Leaders, Arthur C. Pulling Rare Books Room

3:00 pm

Depart for Northrop Auditorium

4:00 pm - 4:15 pm

Conversation Introductions

4:15 pm - 4:30 pm

Remarks by U.S. Supreme Court Chief Justice John G. Roberts, Jr.

+:30 pm - 5:15 pm

Conversation

5:15 pm - 5:45 pm

Q & A

5:45 pm - 6:30 pm

Reception, Northrop Atrium

6:30 pm - 6:45 pm

Social before Dinner, Lindahl Founders Room

6:45 pm

Dinner, Lindahl Founders Room

9-00 pm

Return to Nicollet Island Inn

Wednesday, October 17, 2018

7:00 am

Depart for DCA

TAB C

2018 Stein Lecture

(1701-10806-20237-UMF0009060 & 1701-10781-20237-UMF0008235)

ltem	Expense	Payment Method
Breakfast Catering by Panera	\$87.44	PCard
Faculty Meeting Catering by Panera	\$509.72	PCard
Items for hotel welcome basket	\$28.26	PCard
Stage flowers by Studio 9	\$150.00	Invoice
Airline Tickets by Delta	\$694.39	PCard
Nicollet Island Inn	\$269.50	Invoice
Guest Parking at Northrop	\$86.68	EFS
CLE Registration	\$21.50	Invoice
Postcard Printing	\$2,669.00	EFS
Postcard Addressing & Mailing	\$3,775.83	EFS
Speaker Gift	\$228.74	PCard
Photographer	\$1,188.00	Invoice
Video Production	\$1,740.00	Invoice
Bearcom	\$555.00	Invoice
Surdyk's	\$11,573.51	Invoice
Northrop	\$11,501.55	EFS
Event Supplies (Target)	\$46.64	PCard
Гotal	35,125.86	











Prompt Path: Report Time Period Option > End Fiscal Year, Accounting Period Range > Sponsored or Non-Sponsored Data > Fund > Deptid > Program > Project > Account > Chartfield 1 - Chartfield 2 - FinEmplid

Transaction Deta											Account	Dat	a as of Wedne	ate:Wednesday.12/12/201 esday,12/12/2018 01:54 AN Non-Sponsored Funds
Fund(s): 17 Deptid(s): 10 Program(s): 20	ponsored and Non- 01 - U of M Founda 7781 - Law School E 237 - AS Events MF0008235 - Donor	Sponsored Data												rtfield with Description
	V AV			Reprom	pt By: Fiscal	/ear/ Account		od A V		AV				
						Journal .	lournal	Source	e Source Doc				▲▼ Employee or	
Fund Deptld Program Pro 1701 10781 20237	ject Account 540101	CF1 UMF0008235	CF2 FinEmpl	id CS FY AP 2019 2	Journal ID BI01044224	8/27/2018	162	Modul BI	e ID Pi 0360003152 EF		0.00	Actual -15,128.69	Vendor	Description 5000001 UNIVERSITY OF MINNESOTA FOUNDATIONFoundation Transfer to Univ.
	540100 - Gifts/	Beq-Non-Cap-FinBd	g Onl								\$0.00	\$15,128.69		
1701 10781 20237	Resources Tol	uMF0008235		2019 5	0001065476	11/14/2018	6	GL	0001065476 GE	SKE015	\$0.00 0.00	\$15,128.69 847.28		Addressing Mailing Services Transfer
														expenses from the Stein lecture to the chartstring provided by Robin Dittmann, CFO
	720300 - Gen (Oper Services-Fin Bo	ig Only								\$0.00	\$847.28		
1701 10781 20237	720703	UMF0008235		2019 5	EAC1063530	11/2/2018	153	EX-ER	R <u>0001023093</u> LA	DSO004	0.00	280.86	Stein,Rober A	rt 2436352 Stein,Robert A Stein Scholar Breakfast a Nicollet Island Inn with Professor Stein and 14 Guest
1701 10781 20237	720703	UMF0008235		2019 5	0001065476	11/14/2018	5	GL	0001065476 GE	SKE015	0.00	2,499.00		Entertainment and Gifts Transfer expenses from the Stein lecture to the chartstring provided by Robin Dittmann, CFO
	720700 - Feder	ral Non-Reimb - FinB	ldg Onl								\$0.00	\$2,779.86		
1701 10781 20237	770251	UMF0008235		2019 5	0001065476	11/14/2018	4	GL	0001065476 GE	SKE015	0.00	11,501.55		ST Rents-Leases- Bldg/Facility Transfer expenses from the Stein lecture to the chartstring

#BI			

770250 - ST Rnt/Ls-Bldg/Fac-FinBdg Only	\$0.00 \$11,501.55
Non Salary/Non Fringe Total	\$0.00 \$15,128.69

Report Totals

	Resources Total	\$0.00 -\$15,128.69
	Salary/Fringe Total	\$0.00 \$0.00
	Non-Salary/Non-Fringe Total	\$0.00 \$15,128.69
	Expenses Total	\$0.00 \$15,128.69
Grand To	Total	\$0.00 \$0.00
Additon	nal Sponsored/CostShare Breakdown	
	Direct Cost Total	\$0.00 \$0.00
	Indirect Cost Total	\$0.00 \$0.00
Total (Di	Pirect and Indirect Cost)	\$0.00 \$0.00









Prompt Path: Report Time Period Option -End Fiscal Year, Accounting Period Range -Sponsored or Non-Sponsored Data -Fund -Program -Project -Account -Chartfield

Transaction Detail											Data as of Wedne	ate:Wednesday,12/12/201 esday,12/12/2018 01:54 A
Fund(s): 1701 Deptid(s): 1080 Program(s): 2023	nsored and Non-S I - U of M Foundal 06 - Law School G 87 - AS Events 0009060 - Robert	Sponsored Data tion	g Period 6						Acc	count Budge	t Status for Current	Non-Sponsored Funds ttield with Description
				Reprompt By:	Fiscal Year/ Acc	counting P	eriod					
	47	AV	AV AV AVA	VAV AV	▲▼	▲▼	▲▼ Source	A▼ A▼ Source Doc	AV	AV	▲▼ Employee or	AV
und Deptid Program Project 1701 10806 20237	900102	CF1 UMF0009060	CF2 FinEmplid CS F	Y AP Journal 18 913 CFD9001	ID Date	Line	Module PYCYFWD		Encumbrance 0.00	719.39	Vendor	Description Carryforward Balance Journals
	900102 -								\$0.00	\$719.39		
	Resources Total	al							\$0.00	\$719.39		
701 10806 20237	720103	UMF0009060	20	19 4 EAC1059	532 10/23/2018	298	AP- PCARD	0001017696 GESKE015	0.00	509.72	Tanner,Angela	PANERA BREAD #608001 Prof. Stein, Dean Jenkins, 33 facult members, and Chief Justice Roberts met ove lunch in the dean s suit during the Chief Justice visit to the Law School of 10.16.18 as part of the Stein Lecture Series.
701 10806 20237	720103	UMF0009060	20	19 4 EAC1059	532 10/23/2018	298	AP- PCARD	0001017696 GESKE015	0.00	87.44	Tanner,Angela	misswerick samine opinism by insurant reconstition
701 10806 20237	720199	UMF0009060	20	19 4 EAC1063	525 10/26/2018	8	AP- PCARD	0001019781 GESKE015	0.00	46.64	Walton, Laura Christine	TARGET 00021014 Lai Wallon purchased ever items including gift wrai a flash drive, water carafe, and card stock paper as event supplies for The 2018 Stein Lecture with Chief Justi Roberts on 10/16/18 at Northrop at 4pm. 1701- 10806-20237- UMF0009060

	720100 - Gen Oper Supplies-FinBdg Only		\$0.00 \$643.80	
1701 10806 20237	720303 UMF0009060	2019 2 ACC1046140 8/31/2018 1950 AP-UMNIS 05487720 HOLST001	0.00 1,385.00	PRINTING PRINTING SERVICES Accounts PayableCopying/Printing Serv www.esta
1701 10806 20237	720303 UMF0009060	2019 4 ACC1062179 10/31/2018 2103 AP-UMNIS 05568791 HOLST001	0.00 (1,284.00)	PRINTING PRINTING SERVICES SERVICES Accounts PayableCopying/Printing Serv www.esta
1701 10806 20237	720317 UMF0009060	2019 3 ACC1048414 9/11/2018 589 AP-UMNIS 05498430 MAAS\(\lambda\)129	0.00 (2.641.63	ADDRESS & ADDRESS and MAILING MAILING Accounts PayableAddress.and Mail.www.estatement.
1701 10806 20237	720317 UMF0009060	2019 5 ACC1064442 11/8/2018 496 AP-UMNIS 05580226 MAASX129	0.00 (1,134.20)	ADDRESS & ADDRESS and MAILING MAILING Accounts PayableAddress.and Mail.www.estatement.
1701 10806 20237	720317 UMF0009060	2019 5 0001065476 11/14/2018 3 GL 0001065476 GESKE015	0.00 -847.28	Addressing Mailing Services Transfer expenses from the Stein lecture to the chartstring provided by Robin Dittmann, CFO
1701 10806 20237	720322 UMF0009060	2019 3 EAC1054104 9/28/2018 107 AP- 0001006746 LADSO004 PCARD	9.00 21,50	Walton,Laura Christine BD OF CON LEGAL EDUCATION CLE registration for The 2018 Stein Lecture with Chief Justice Roberts on October 16, 2018 from 4- 5:15pm at Northrop, 1701-10806-20237- UMF0009060
s 30	720300 - Gen Oper Services-Fin Bdg Only		\$0.00 \$5,619.05	
1701 10806 20237	720609 UMF0009060	2019 2 EAC1038746 8/2/2018 322 AP- 0000983483 GESKE015 PCARD	0.00 4.50	Walton,Laura Christine for Laura Walton to meet with Chief Judge Tunheim in his chambers at the Minneapolis Courthouse on 7/30/18 from 1-2:00pm to plan the Judges Dinner with Chief Justice Roberts on 10/15/18. 1701-10806
1701 10806 20237	720609 UMF0009060	2019 4 ACC1062179 10/31/2018 3105 AP-UMNIS 05568190 EKPAULSO	0.00 86.68 TF	20237-0009060 PARKING & PARKING and RANSPORTATION TRANSPORTATION Accounts PayableParking www.estatement.umn.edu
	720600 - Travel/Mileage/Mov-FinBdg Only		\$0.00 \$91.18	
1701 10806 20237	720702 UMF0009060	2019 5 ACC1065385 11/12/2018 113 AP- 05381870 DLMELLO UMN01	0.00 933.00	SURDYK'S SURDYK S FLIGHTS FLIGHTS CATERING Accounts CATERING Payable
1701 10806 20237	720703 UMF0009060	2019 4 EAC1063525 10/26/2018 13 AP- 0001019781 GESKE015 PCARD	0.00 14.99	Walton, Laura Christine HOMEGOODS #364 Laura Walton purchased a gift box to present Chief Justice Roberts speaker gift of a blanket to him for delivering The 2018 Stein Lecture on 10/16/18 at Northrop at 4pm. 1701- 10806-20237- UMF0009060
1701 10806 20237	720703 UMF0009060	2019 4 EAC1063525 10/26/2018 13 AP- 0001019781 GESKE015 PCARD	0.00 28.26	Walton,Laura Christine Chr

407												
												e on 10/16/18 at Norop at 4pm. 1701-10806-20237-UMF0009060
1701 10806	20237	720703	UMF0009060	2019 4	EAC1063525 10/26/2018	13	AP- PCARD	0001019781 GESKE015	0.00	213.75	Walton,Laura Christine	SP * FARIBAULT MILL Laura Walton purchased a wool throw as a gift for Chief Justice Roberts to thank him for delivering The 2018 Stein Lecture on 10/16/18 at 4pm at Northrop. Chief Justice Roberts did not accept our standard \$5,000 honorarium. 1701-10806- 20237-UMF0009060
1701 10806	20237	720703	UMF0009060	2019 4	EAC1063525 10/26/2018	13	AP- PCARD	0001019781 GESKE015	0.00	2,499.00	Walton,Laura Christine	SURDYKS Security deposit for Surdyk s Catering to cater the 6pm private social and dinner in Lindahl Founders Room at Northrop following The 2018 Stein Lecture by Chief Justice Roberts on 10/16/18 at 4pm on the Carlson Family Stage. 1701–10806-20237-UMF0009060
1701 10806	20237	720703	UMF0009060	2019 5	ACC1065385 11/12/2018	117	AP- UMN01	05381832 DLMELLO	0.00	165.25	SURDYK'S FLIGHTS CATERING	SURDYK S FLIGHTS CATERING Accounts Payable
1701 10806	20237	720703	UMF0009060	2019 5	ACC1065385 11/12/2018	117	AP- UMN01	05381851 DLMELLO	0.00	6,118.46	SURDYK'S FLIGHTS CATERING	SURDYK S FLIGHTS CATERING Accounts Payable
1701 10806	20237	720703	UMF0009060	2019 5	ACC1065385 11/12/2018	117	AP- UMN01	05381870 DLMELLO	0.00	1,110.08	SURDYK'S FLIGHTS CATERING	SURDYK S FLIGHTS CATERING Accounts Payable
1701 10806	20237	720703	UMF0009060	2019 5	0001065476 11/14/2018	2	GL	0001065476 GESKE015	0.00	-2,499.00	CATERING	Entertainment and Gifts Transfer expenses from the Stein lecture to the chartstring provided by Robin Dittmann, CFO
		720700 - Feder	al Non-Reimb - FinBdg Onl		>>				\$0.00	\$8,583.79		
1701 10806	20237	730203	UMF0009060	2019 4	ACC1063488 10/29/2018	21	AP- UMN01	05362262 DLMELLO	0.00	1,740.00	UNIVERSITY VIDEO PRODUCTION SERVICES	UNIVERSITY VIDEO PRODUCTION SERVICES Accounts Payable
1701 10806	20237	730203	UMF0009060	2019 5	ACC1064741 11/9/2018	1396	AP- UMN01	05380028 DLMELLO	0.00	1,070.50	JAYME HALBRITTER	JAYME HALBRITTER Accounts Payable
1701 10806	20237	730203	UMF0009060	2019 5	ACC1064741 11/9/2018	1396	AP- UMN01	05380039 DLMELLO	0.00	117.50	JAYME HALBRITTER	JAYME HALBRITTER Accounts Payable
1		730200 - Profe	ssional Svcs-FinBdg Only						\$0.00	\$2,928.00		
1701 10806	20237	770202	UMF0009060	2019 5	ACC1065385 11/12/2018	142	AP- UMN01	05381851 DLMELLO	0.00	285.86	SURDYK'S FLIGHTS CATERING	SURDYK S FLIGHTS CATERING Accounts Payable
1701 10806	20237	770202	UMF0009060	2019 5	ACC1065385 11/12/2018	142	AP- UMN01	05381870 DLMELLO	0.00	461.86	SURDYK'S FLIGHTS CATERING	SURDYK S FLIGHTS CATERING Accounts Payable
1701 10806	20237	770202	UMF0009060	2019 5	ACC1065692 11/14/2018	1665	AP- UMN01	05387591 D'.MELLO	0.00	150.00	STUDIO NINE	MINIMORE SOME CONTROL OF THE PROPERTY OF THE P
1701 10806	20237	770202	UMF0009060	2019 5	EAC1067277 11/19/2018	217	AP- PCARD	0001030172 GESKE015	0.00	555.00	Walton,Laura Christine	provided and adjust the concentration of the concen

CFS 18.10.18 Stein Lecture Northrop Concerts and Lectures is processing charges to departments for services and use of space within Northrop Memorial Auditorium during October 2018. See image

ST Rents-Leases-Bldg/Facility Transfer expenses from the Stein

lecture to the chartstring provided by Robin Dittmann, CFO

for details.

			770200 - ST	Rents/Leases-Fin Bdg Only			511-09					\$0.00	\$1,452.72
1701	10806	20237	770251	UMF0009060	2019	5	0001062975	11/5/2018	15	GL	0001062975 SCHW0754	0.00	11,501.55
1701 10806 2	20237	770251	UMF0009060	2019	5	0001065476	11/14/2018	1	GL	0001065476 GESKE015	0.00	-11,501.55	
			770250 - ST	Rnt/Ls-Bldg/Fac-FinBdg Only								\$0.00	\$0.00
			Non Salary/N	Non Fringe Total								\$0.00	19,318.54
			Report Total	s									
				Resources Total								\$0.00	\$719.39
				Salary/Fringe Total								\$0.00	\$0.00
				Non-Salary/Non-Fringe Total								\$0.00 \$	619,318.54
				Expenses Total								\$0.00 \$	519,318.54
			Grand Total									\$0.00	20,037.93
			Additional Sp	oonsored/CostShare Breakdown									
				Direct Cost Total	William Co.							\$0.00	\$0.00
				Indirect Cost Total								\$0.00	\$0.00
			Total (Direct	and Indirect Cost)								\$0.00	\$0.00

Back to top

Receipt

BearCom Rentals . BearCom Group Inc. 4009 Distribution Drive, Building 200, Garland, Texas 75041 214-765-7166

Cardholder Contact Information

Cardholder Name: UNIVERISTY OF MINNESOTA LAW SCHOOL

Bill To Address: 229 19TH AVE SOUTH

MINNEAPOLIS, Minnesota 55455

Cardholder Phone:

Cardholder Email: Customer Name:

Transaction Type

Transaction Type: Authorize And Capture

Created Date: 11/14/2018 10:38:20 AM EST

Capture Date: 11/14/2018 10:38:20 AM EST

AVS Address: Matched

Transaction Status: Submitted

Authorization Date: 11/14/2018 10:38:20 AM EST

Authorization Code: 019950

AVS Zip: Matched

Credit Card Information

Name On Card: LAURA WALTON

Card Number:

Security Code Response: Matched

Card Brand: VISA

Security Code Status: Provided

Tracking Information

Customer Ref Value: 1046112

Invoice Number: 4745916

Ship From Postal Code: 75041

Tracking Number:

Order Number: 5506111

Invoice Dale:

Shipping Company: None

Transaction Totals

Product Code

Description

UOM Code

CMDTY Code

QTY

AMT

EXT AMT

Rental Invoice

Rental Invoice

1.00

\$555.00

\$555.00

Sub-Total: Sales Tax: \$555.00 \$0.00

Freight Amount:

\$0.00 Freight Tax:

Duty Amount:

\$0.00 \$0.00

Total (USD):

\$555.00

1701-10806-20237 VMF0009060 Laum Wulton



www.BearCom.com

INVOICE NUMBER SALES ORDER NO. CHASE ORDER NO. PAGE 4745916 5506111 ZS LAURA WALTON INVOICE DATE ORDER DATE SHIPPED VIA PAYMENT TERMS 10/19/18 10/13/18 DELIVERY NET 30 BILL TO ACCOUNT NO SHIP TO ACCOUNT NO ORDER PLACED BY 1046112 1046112 LAURA W

C	Code	
Bran	nch	
	20204	
Sale	s ID 7313	

UNIVERSITY OF MINNESOTA LAW SCHOOL 229 19TH AVENUE S 474 MONDALE HALL MINNEAPOLIS MN 55455-0415

UNIVERSITY OF MINNESOTA LAW SCHOOL 229 19TH AVENUE S 474 MONDALE HALL MINNEAPOLIS MN 55455-0415

Representative: HEATHER NELSON ST PAUL Office Ext: 20433

QUANTITY SHIPPED	ITEM NUMBER	DESCRIPTION/SERIAL NUMBER	UNIT PRICE	AMOUNT
35	BC130-U16	MOTOROLA BC130 UHF 16CH		420.00
35	SB-BC130	BATTERY FOR BC130 RADIO		720.00
35	HSL-GP300	GP300 LIGHT HEADSET-MOTOROLA		105.00
6	SB-BC130	BATTERY FOR BC130 RADIO		
2	MC-BC130	MULTI CHARGER-BC130		
1	DELIVERY	DELIVERY		30.00
		Rental Agreement # 31967625		
		Rentl Frm 10/16/18 to 10/16/18		
		Days Charged 1.00		

NET 30	Due Date: 11/18/18	Tax Rate 0 %	Sub-Total	555.00	
			Sales Tax	0.00	
Thank you for your Bus		REMIT TO	INVOICE TOTAL	USD \$ 555.00	
Equipment returns over 30 days requireturn authorization. Please call support services 1-80	COLORED MARKET (1 Nº 10 P. COLORED COLORED CO.	PO BOX 670354 Dallas, TX, 75267-0354 214-340-8876			

Studio Nine Floral c/o Richard Peterson 119 Larpenteur Ave. East Maplewood, MN 55117

Studio9floral@aol.com 612.599.5646 Richard/Owner 612.599.6030 Andy/ Designer

> Law School Event Laura Walton lwalton@umn.edu

October 16, 2018 Northrup Auditorium

Plant Rental:	1 (one) Large bamboo palm @ \$ 50.00 ea.	\$ 50.00
Plant Rental:	1 (one) Large Dracena Marginata @ \$ 25.00 ea.	\$ 25.00
Plant Rental:	1 (one) Peace Lily @ \$ 15.00 ea.	\$ 15.00
Plant Rental:	2 (two) Medium Dracena Marginata Lime @ \$ 15.00ea.	\$ 30.00
Plant Rental:	2 (two) Ferns @ \$ 10.00 ea.	\$ 20.00
Subtotal:		\$ 140.00
Delivery:		\$ 10.00
Total:		\$ 150.00

SURDYK'S CATERING

EVENT PLANNING & PARTIES

2117 West River Road N. Minneapolis, MN 55411 612.331.3938 // catering@surdyks.com

INVOICE

Client/Organization U Of M Law School	Event Date 10/16/2018 (Tu	Booking Tel (612) 624-1885	Booking Email lwalton@umn.edu	Event # E05491
Address	•	Booking Contact	Sales Rep	Guests
229 19th Ave S - 321 Mondale	e Hall, Minneapolis, MN	Laura Walton	Michelle Rash	8 (Pln)

<u>Venue</u>		655 766					
Description	Start	End	Delivery				
Drop off Delivery	3:30 pm	4:00 pm	3:30 pm				
Site Name		Site	Address		Site Telep	ohone	
Northrop Dres	ssing Rooms	84 C 5545	hurch St SE, Minneapo 5	olis, MN	(612) 625	-5000	
Food/Servi	ce Items						
Food/Service	: Items				Price	Qty	Total
PLATTERS							
All Disposable F	Platters and Lids	s are Recyclat	ole.				
Cheese Tray,	8-12				75.00	1	75.00
			select your cheeses at th				
textures, milk t	ypes, colors, an	id shapes. We	e serve the cheeses with r	nuts, cracker	s, fruit, and	d breads. V	EG
DEL/EDACEC							
BEVERAGES							
Dasani Bottle	d Water 20 o	.7			2.00	4	8.00
Dasaili Dottiet	i water, 20 0	۷.			2.00	7	8.00
Coke, 12 oz. 0	^an				2.00	2	4.00
CORC, 12 02.	can				2.00	-	1.00
Diet Coke, 12	oz. Can				2.00	2	4.00
Diet Coke, 12 o							
5 0							
Sprite, 12 oz.	Can				2.00	2	4.00
Sprite, 12 oz. C							
2006-2 NRCV							

MISCELLANEOUS INFORMATION			
Disposables Package	1.50	8	12.00
Priced per person. Compostable items to suit your menu - may include plates, forks, knives,	tumblers, etc.		
Delivery	30.00	1	30.00

Subtotal	137.00 Total Value	165.25
Tax (8.025%)	8.99 Paid	0,00
Serv Chg (18%)	19.26 Balance	165.25
Gratuity (0%)	0.00	

Thank you for your order! We look forward to making this a memorable event. If you have any questions or changes to your order, please notify us immediately.

Please make checks payable to: Surdyk's Flights, Inc. 2117 West River Road North Minneapolis, MN 55411

SURDYK'S CATERING

EVENT PLANNING & PARTIES

2117 West River Road N. Minneapolis, MN 55411 612.331.3938 // catering@surdyks.com

INVOICE

Client/Organization	Event Date	Booking Tel	Booking Email	Event # E05487
U Of M Law School	10/16/2018 (Tu	(612) 624-1885	lwalton@umn.edu	
Address	, Minneapolis, MN	Booking Contact	Sales Rep	Guests
229 19th Ave S - 321 Mondale Hall		Laura Walton	Michelle Rash	1200 (Pln)

Description	Start	End	Delivery		
Reception	5:15 pm	6:15 pm	3:15 pm		
Site Name		Site	Address	Site Telephone	
Northrop Mer	morial Hall &	Atrium 84 C 5545	hurch St SE, Minneapolis, MN	(612) 625-5000	

Food/Service Items

Food/Service Items	Price	Qty	Total
Crosby Package / per person	3.00	1200	3,600.00
	CD 1 1 C.75		

Assorted Cookies, Citrus Infused Ice Water, and Choice of Punch, Lemonade or Coffee

- Assorted Cookies
- Punch
- Citrus H2O

LABOR INFORMATION

All labor is estimated and billed portal to portal. Client will be billed for actual time worked. 4 hour minimum per staff person. Minimum of 2 staff people per event.

(1) Event Manager for 4 Hours	35.00	4	140.00
(3) Servers for 4 Hours	20.00	12	240.00

MISCELLANEOUS INFORMATION

Black Stretch Linens for High Top Tables Black stretch buffet and bar linens are included with all event orders.	12.00	12	144.00
Black Conference Cloths For Check In Tables	28.00	3	84.00
Disposables Package Compostable Items to Include Cups and Napkins.	0.75	1200	900.00

Notes

SITE CONTACTS Laura Walton, U of M Law School

PURPOSE OF EVENT

Reception Following the Supreme Justice Roberts Lecture Hosted by the U of M Law School

VENDORS

None at This Time

NOTABLES

None at This Time

EVENT TIMELINE - TENTATIVE

3:15pm Surdyk's Staff Arrives to Northrop

4:00pm Lecture Begins in Auditorium

5:15pm Lecture Ends, Reception Begins in Memorial Hall & Atrium

6:15pm Reception Concludes, Guests Vacate

SET UP STYLE

Floor Plan to be Provided by Northrop

LINENS/TABLE SET

Surdyk's to Provide Black Stretch Linens for Buffet Tables & High Tops

Surdyk's Catering Planning Guidelines

Surdyk's Catering is excited to work with you on your event! Below are some of our policies and costs for your reference throughout the planning process. Please note all costs listed are before service charge and tax are applied.

LABOR

An 18% service charge is included in final total of all food, beverage and labor for full service catered events. Please note the service charge is taxable and is not considered a gratuity. Labor charges will also apply to your event dependent on your event's needs. Labor charges are estimated and based on the length of the event (to include set up and teardown

timing) plus the estimated guest count. The client will be billed for the actual time worked. Labor charges are as follows:

Event Manager: \$35.00 Per Hour Service Staff: \$20.00 Per Hour Bartenders: \$20.00 Per Hour Chefs: \$30.00 Per Hour

SERVICE WARE

In order to make your event a complete success we will need to bring in the best quality wares and items needed to execute your event. To make this process easier for you we have put together packages that include all table ware items you will need.

BAR SET UP

We offer unique bar packages that we hope you will try! Please keep in mind that a \$150.00 bar set up charge will apply if the bar does not meet a \$500.00 minimum.

CAKE CUTTING

Our chefs produce delicious desserts; however, if you decide to bring in your own cake you can. We are happy to cut and plate the cake for you at a \$1.50 per person fee. All cakes must be brought in by a licensed cake vendor.

LATE CHANGE

We understand that things can change as your event date nears. If there are changes to the event such as a guest count increase or changes in the menu within 3 business days prior to the event a \$150.00 late change charge may apply. This cost will be added to your final invoice. Please note once your final guest count has been submitted that count cannot be decreased.

CANCELLATION POLICY

Hopefully we won't have to cancel your event but we know that situations arise and a cancellation may be unavoidable. In those cases, the following policies apply:

Full Service Events: Deposits are non-refundable. In the event of a cancellation less than 3 weeks prior to the event, entire payment is non-refundable. If final payment has not been submitted, client will be invoiced for balance and charged 10% late payment charge if payment is not received by deadline as determined in contract.

Full Service Event Booking Process

After you have reviewed your full service catering proposal and/or have also done a tasting and are ready to book Surdyk's Catering please review the following:

Please contact your Surdyk's Catering sales representative to let them know you want to book as soon as you can so that way we can send you paperwork to begin to get the date reserved for you. When you are ready to book we will send you a contract and timeline for signature and deposit due one week from the date the contract and timeline were sent. Once you have submitted the signed contract and timeline along with the deposit then you will be officially booked with Surdyk's Catering. Please note Surdyk's Catering capacity is limited so if a date fills up we cannot guarantee availability for your event. If you are on hold and another client wants to book your spot we will alert you via email and give you a 24 hour first right of refusal notice (your sales person will explain that process to you if that happens). We will do our best to follow up with you as we hold your date but please note if we do not hear from you after numerous follow ups your hold will be removed. For any additional questions on this process please contact your Surdyk's Catering sales representative.

If you have questions about our planning guidelines feel free to contact us at 612-331-3938 or _catering@surdyks.com .L

*Surdyk's Policy, following food safety regulations, states that buffet food is intended to be eaten on site. No remaining food shall be taken to go. Thanks for helping us ensure the quality and safety of our service.

Subtotal	5,108.00 Total Value	6,404.32
Tax (8.025%)	376.88 Paid	0.00
Serv Chg (18%)	919.44 Balance	6,404.32
Gratuity (0%)	0,00	

Thank you for your order! We look forward to making this a memorable event. If you have any questions or changes to your order, please notify us immediately.

Please make checks payable to: Surdyk's Flights, Inc. 2117 West River Road North Minneapolis, MN 55411

SURDYK'S CATERING

EVENT PLANNING & PARTIES

2117 West River Road N. Minneapolis, MN 55411 612.331.3938 // catering@surdyks.com

INVOICE

Client/Organization U Of M Law School	Event Date 10/16/2018 (Τι	Booking Tel (612) 624-1885	Booking Email lwalton@umn.edu	Event # E05489
Address		Booking Contact	Sales Rep	Guests
229 19th Ave S - 321 Mondale Hall, Minneapolis, MN		Laura Walton	Michelle Rash	43 (Pln)

<u>Venue</u>						
Description	Start	End	Delivery			
Plated Dinner	6:00 pm	8:30 pm	4:00 pm			
Site Name		Site	Address	Site Te	elephone	
Northrop Four	nders Room		hurch St SE, Room 260 eapolis, MN 55455	, (612) 6	525-5000	
Food/Servi	ce Items					
Food/Service	Items			Price	e Qty	Total
HORS D'OEU\	RES BUFFET					
Priced per piece	e, 24 piece min	imum per var	iety.			
Antipasti Skev	wers			2.50	30	75.00
		ents like salur	mi, boquerones, rustic che	eses, olives, pickle	d vegetables	s, and fresh herbs
Ricotta Brusch VEG	netta with Le	mon, Laveno	der Honey, Thyme	2.00	30	60.00

PLATED DINNER

FIRST COURSE

 Seasonal Farmer's Market Green Salad
 6.00
 42
 252.00

 10/31/2018 - 3:40:47 PM
 Page 1 of 6

Fall Seasonal Salad Spinach & Arugula with Shredded Beets, Roasted Butternut Squash, Mar bright Lemon-Coriander Vinaigrette.	nchego, and Toasted	Pepitas, sei	rved with a
Fall Seasonal Vegan Salad	6.00	1	6.00

Rustic Breads with Whipped Butter

MAIN COURSE

Braised Beef Short Ribs with Olive Oil Mashed Potatoes, Roasted Tomato, and Fennel GF	32.00	17	544.00
Panko Crusted MN Walleye with Oven Potato Crisps, Heirloom Green Beans, and Meyer Lemon-Caper Sauce	26.00	18	468.00
Wild Mushroom Gnocchi with Sautéed Greens and Truffled Pecorino VEG	20.00	7	140.00
Seasonal Vegetable Gnocchi- VEGAN	20.00	1	20.00
PLATED DESSERT			
Apple Tarte Tatin with Honey Ice Cream	6.00	24	144.00
Espresso Flourless Chocolate Torte with Amaretto Crème Anglaise GF	8.00	24	192.00
Vegan Dessert	8.00	1	8.00
Coffee & Tea Service Per Person	2.00	43	86.00

Locally roasted, brewed coffee from B+W Roasters, Regular & Decaf, a selection of Mighty Leaf teas, sweeteners, and half & half.

BAR INFORMATION

Hosted Bar Package for (1) Hour

8.00

30

240.00

Priced Per Guest Per Hour. Select Up to 4 Wines and Up to 5 Beers to Customize Your Bar, Spirits Available at an Additional Cost, Hosted bar packages include sodas, still and sparkling water, compostable cups, and beverage napkins.

Bishop's Peak Sauvignon Blanc

McManis Pinot Noir

Miller Lite

Bauhaus Wonderstuff

Summit EPA

Surly Furious

Crispins Brown Ale

TABLESIDE WINE

Estimated and Billed on Consumption

Bishop's Peak Sauvignon Blanc	8.00	20	160.00
McManis Pinot Noir	8.00	10	80.00
LABOR INFORMATION All labor is estimated and billed portal to portal. Client will be billed for actual tiperson. Minimum of 2 staff people per event.	me worked.	4 hour min	imum per staff
(1) Event Manager for 5.5 Hours	35.00	5.5	192.50
(1) Bartender/Server for 5.5 Hours	20.00	5.5	110.00
(2) Servers for 5.5 Hours	20.00	11	220.00
(2) Chef for Plating for 4 Hours	30.00	8	240.00
MISCELLANEOUS INFORMATION	i.		
Rental Equipment Includes rental (4) 72" Round Tables, (4) 132" Round Table Linens, Maroon Lin	330.32 en Napkins	1	330.32
Black Stretch Linens for High Top Tables Black stretch buffet and bar linens are included with all event orders.	12.00	3	36.00

Full Service Ware Package Per Person

5.00 43

215.00

To Include: China, Flatware, Dinner Glassware, White Linen Napkins, Votive Candles for Food Tables, Menu Cards for Plated Meals and Buffet Signage for Buffet Meals.

Bar Set Up Charge

150.00

1

150.00

A bar set up charge of \$150.00 will apply if the \$500.00 bar set up minimum is not met.

Notes

SITE CONTACTS Laura Walton, U of M Law School

PURPOSE OF EVENT

Social & Dinner Following the Supreme Justice Roberts Lecture Hosted by the U of M Law School

VENDORS

None at This Time

NOTABLES

Rental Linens to be Included 72" Round Table Rented

EVENT TIMELINE - TENTATIVE

4:00pm Surdyk's Staff Arrives to Northrop

6:00pm Social Hour Begins in Founders Room, Bar & Buffet Open

6:30pm Social Ends, Guests Seated for Dinner Service, Bar Closes

6:30pm Dinner Service Begins

8:30pm Dinner Service Ends, Guests Depart

SET UP STYLE

(4) 72" Round Table for Head Table with 8/10 Guests Seated

(3) High Tops

LINENS/TABLE SET Champagne Bubble Table Linens Maroon Linen Napkin

Surdyk's Catering Planning Guidelines

Surdyk's Catering is excited to work with you on your event! Below are some of our policies and costs for your reference throughout the planning process. Please note all costs listed are before service charge and tax are applied.

LABOR

Page 5 of 6

An 18% service charge is included in final total of all food, beverage and labor for full service catered events. Please note the service charge is taxable and is not considered a gratuity. Labor charges will also apply to your event dependent on your event's needs. Labor charges are estimated and based on the length of the event (to include set up and teardown timing) plus the estimated guest count. The client will be billed for the actual time worked. Labor charges are as follows:

Event Manager: \$35.00 Per Hour Service Staff: \$20.00 Per Hour Bartenders: \$20.00 Per Hour Chefs: \$30.00 Per Hour

SERVICE WARE

In order to make your event a complete success we will need to bring in the best quality wares and items needed to execute your event. To make this process easier for you we have put together packages that include all table ware items you will need.

BAR SET UP

We offer unique bar packages that we hope you will try! Please keep in mind that a \$150.00 bar set up charge will apply if the bar does not meet a \$500.00 minimum.

CAKE CUTTING

Our chefs produce delicious desserts; however, if you decide to bring in your own cake you can. We are happy to cut and plate the cake for you at a \$1.50 per person fee. All cakes must be brought in by a licensed cake vendor.

LATE CHANGE

We understand that things can change as your event date nears. If there are changes to the event such as a guest count increase or changes in the menu within 3 business days prior to the event a \$150.00 late change charge may apply. This cost will be added to your final invoice. Please note once your final guest count has been submitted that count cannot be decreased.

CANCELLATION POLICY

10/31/2018 - 3:40:47 PM

Hopefully we won't have to cancel your event but we know that situations arise and a cancellation may be unavoidable. In those cases, the following policies apply:

Full Service Events: Deposits are non-refundable. In the event of a cancellation less than 3 weeks prior to the event, entire payment is non-refundable. If final payment has not been submitted, client will be invoiced for balance and charged 10% late payment charge if payment is not received by deadline as determined in contract.

Full Service Event Booking Process

After you have reviewed your full service catering proposal and/or have also done a tasting and are ready to book Surdyk's Catering please review the following:

Please contact your Surdyk's Catering sales representative to let them know you want to book as soon as you can so that way we can send you paperwork to begin to get the date reserved for you. When you are ready to book we will send you a contract and timeline for signature and deposit due one week from the date the contract and timeline were sent. Once you have submitted the signed contract and timeline along with the deposit then you will be officially booked with Surdyk's Catering. Please note Surdyk's Catering capacity is limited so if a date fills up we cannot guarantee availability for your event. If you are on hold and another client wants to book your spot we will alert you via email and give you a 24 hour first right of refusal notice (your sales person will explain that process to you if that happens). We will do our best to follow up with you as we hold your date but please note if we do not hear from you after numerous follow ups your hold will be removed. For any additional questions on this process please contact your Surdyk's Catering sales representative.

If you have questions about our planning guidelines feel free to contact us at 612-331-3938 or catering@surdyks.com.

*Surdyk's Policy, following food safety regulations, states that buffet food is intended to be eaten on site. No remaining

food shall be taken to go. Thanks for helping us ensure the quality and safety of our service.

Subtotal	3,968.82 Total Value	5,003.94
Tax (8,025%)	320.73 Paid	2,499.00
Serv Chg (18%)	714.39 Balance	2,504.94
Gratuity (0%)	0.00	

Payments Made							
Payment	Date	Method	Card Number	Card Holder	Check Date	Check #	
2,499.00	10/11/2018	Credit Card		Laura Walton	0		

Thank you for your order! We look forward to making this a memorable event. If you have any questions or changes to your order, please notify us immediately.

Please make checks payable to: Surdyk's Flights, Inc. 2117 West River Road North Minneapolis, MN 55411

\$9,074.51



It's been a pleasure working with you!

Alan Wivell

BILL TO

612-539-1118 al@UniversityVideo.org

Law School Mondale Hall 229 19th Ave Minneapolis, M			University Vend EIN Numbe	lor # 0000000523 er: 41-1959567
Contact	Laura Walton			
Project	Stein Lecture			TERMS
Location	Northrup			Net 30
Date	Items or Work Performed	Quantity	Rate	AMOUNT
0/16/2018	HD, 2 camera switched event including web file - 1/2 day package rate add 3rd camera and Videographer (4 hours)		1,400.00 340.00	1,400.00 340.00

Invoice

DATE

10/22/2018

Please remit payment to:

Bloomington, MN 55420

9010 Bryant Ave. S.

Total

\$1,740.00

University Video Production Services

INVOICE #

18-296

SURDYK'S CATERING

EVENT PLANNING & PARTIES

2117 West River Road N. Minneapolis, MN 55411 612.331.3938 catering@surdyks.com

RECEIPT

Client/Organization	Event Date	Booking Tel	Booking Email	Event #
U Of M Law School	10/16/2018 (Τι	(612) 624-1885	lwalton@umn.edu	E05489
Address		Booking Contact	Sales Rep	Guests
229 19th Ave S - 321 Mondale	Hall, Minneapolis, MN	Laura Walton	Michelle Rash	43 (Pln)

<u>Venue</u> Description	Start	End	Delivery				
Plated Dinner		8:30 pm	4:00 pm	**			
Site Name	0.00 pm	0-000 (000 m) - 10 (000 m)	Address				
Northrop Four	ders Room		Church St SE, I neapolis, MN 5			(18.11.21.21.21.21.21.21.21.21.21.21.21.21.	
Food/Service	<u>Items</u>						
Food/Service Ite	ems				Price	Qty	Total
HORS D'OEUV	RES BUFFE	Г					
Priced per piece	, 24 piece mir	nimum per var	riety.				
Antipasti Skew	ers				2.50	30	75.00
<u>5</u>		lients like salu	mi, boquerones,	ustic cheeses, olive			
Ricotta Brusch	- 1 ell: elle		da 11a		2.00	30	60.00

PLATED DINNER

VEG

FIRST COURSE

Seasonal Farmer's Market Green Salad 6.00 42 252.00

Fall Seasonal Salad

Spinach & Arugula with Shredded Beets, Roasted Butternut Squash, Manchego, and Toasted Pepitas, served with a bright Lemon-Coriander Vinaigrette.							
Fall Seasonal Vegan Salad	6.00	1	6.00				
Rustic Breads with Whipped Butter							
MAIN COURSE							
Braised Beef Short Ribs with Olive Oil Mashed Potatoes, Roasted Tomato, and Fennel GF	32.00	17	544.00				
Panko Crusted MN Walleye with Oven Potato Crisps, Heirloom Green Beans, and Meyer Lemon-Caper Sauce	26.00	18	468.00				
Wild Mushroom Gnocchi with Sautéed Greens and Truffled Pecorino VEG	20.00	7	140.00				
Seasonal Vegetable Gnocchi- VEGAN	20.00	1	20.00				
PLATED DESSERT							
Apple Tarte Tatin with Honey Ice Cream	6.00	24	144.00				
Espresso Flourless Chocolate Torte with Amaretto Crème Anglaise GF	8.00	24	192.00				
Vegan Dessert	8.00	1	8.00				
Coffee & Tea Service Per Person Locally roasted, brewed coffee from B+W Roasters, Regular & Decaf, a selection half & half.	2.00 of Mighty L	43 Leaf teas, s	86.00 weeteners, and				

BAR INFORMATION

10/11/2018 - 6:42:20 PM

Hosted Bar Package for (1) Hour

8.00 30

240.00

Priced Per Guest Per Hour. Select Up to 4 Wines and Up to 5 Beers to Customize Your Bar, Spirits Available at an Additional Cost, Hosted bar packages include sodas, still and sparkling water, compostable cups, and beverage

Page 3 of 6

	napkins.			
	Bishop's Peak Sauvignon Blanc McManis Pinot Noir			
	Miller Lite			
	Bauhaus Wonderstuff Summit EPA			
	Surly Furious			
	Crispins Brown Ale			
	TABLESIDE WINE Estimated and Billed on Consumption			
	Estimated and billed on Consumption			
	Bishop's Peak Sauvignon Blanc	8.00	24	192.00
	McManis Pinot Noir	8.00	24	192.00
	LABOR INFORMATION			
	All labor is estimated and billed portal to portal. Client will be billed for actual person. Minimum of 2 staff people per event.	time worked.	4 hour mini	mum per staff
	(1) Event Manager for 5.5 Hours	35.00	5.5	192,50
	(1) Bartender/Server for 5.5 Hours	20.00	5.5	110.00
	(2) Servers for 5.5 Hours	20.00	11	220.00
	(2) Chef for Plating for 4 Hours	30.00	8	240.00
	MISCELLANEOUS INFORMATION			
	Rental Equipment Includes rental (4) 72" Round Tables, (4) 132" Round Table Linens, Maroon L	330.32 inen Napkins	1	330.32
	Black Stretch Linens for High Top Tables Black stretch buffet and bar linens are included with all event orders.	12.00	3	36.00
	Full Service Ware Package Per Person To Include: China, Flatware, Dinner Glassware, White Linen Napkins, Votive C Plated Meals and Buffet Signage for Buffet Meals.	5.00 Candles for Foo	43 od Tables, M	215.00 lenu Cards for
Addenger	Bar Set Up Charge	150.00	1	150.00
-	A bar set up charge of \$150.00 will apply if the	130.00	1	130.00
	10/11/2018 - 6:42:20 PM			Page 3 of

\$500.00 bar set up minimum is not met.

Notes

SITE CONTACTS Laura Walton, U of M Law School

PURPOSE OF EVENT

Social & Dinner Following the Supreme Justice Roberts Lecture Hosted by the U of M Law School

VENDORS

None at This Time

NOTABLES

Rental Linens to be Included 72" Round Table Rented

EVENT TIMELINE - TENTATIVE

4:00pm Surdyk's Staff Arrives to Northrop

6:00pm Social Hour Begins in Founders Room, Bar & Buffet Open

6:30pm Social Ends, Guests Seated for Dinner Service, Bar Closes

6:30pm Dinner Service Begins

8:30pm Dinner Service Ends, Guests Depart

SET UP STYLE

(4) 72" Round Table for Head Table with 8/10 Guests Seated

(3) High Tops

LINENS/TABLE SET Champagne Bubble Table Linens Maroon Linen Napkin

Surdyk's Catering Planning Guidelines

Surdyk's Catering is excited to work with you on your event! Below are some of our policies and costs for your reference throughout the planning process. Please note all costs listed are before service charge and tax are applied.

LABOR

An 18% service charge is included in final total of all food, beverage and labor for full service catered events. Please note the service charge is taxable and is not considered a gratuity. Labor charges will also apply to your event dependent on your event's needs. Labor charges are estimated and based on the length of the event (to include set up and teardown timing) plus the estimated guest count. The client will be billed for the actual time worked. Labor charges are as follows:

Event Manager: \$35.00 Per Hour Service Staff: \$20.00 Per Hour Bartenders: \$20.00 Per Hour Chefs: \$30.00 Per Hour

SERVICE WARE

In order to make your event a complete success we will need to bring in the best quality wares and items needed to

execute your event. To make this process easier for you we have put together packages that include all table ware items you will need.

BAR SET UP

We offer unique bar packages that we hope you will try! Please keep in mind that a \$150.00 bar set up charge will apply if the bar does not meet a \$500.00 minimum.

CAKE CUTTING

Our chefs produce delicious desserts; however, if you decide to bring in your own cake you can. We are happy to cut and plate the cake for you at a \$1.50 per person fee. All cakes must be brought in by a licensed cake vendor.

LATE CHANGE

We understand that things can change as your event date nears. If there are changes to the event such as a guest count increase or changes in the menu within 3 business days prior to the event a \$150.00 late change charge may apply. This cost will be added to your final invoice. Please note once your final guest count has been submitted that count cannot be decreased.

CANCELLATION POLICY

Hopefully we won't have to cancel your event but we know that situations arise and a cancellation may be unavoidable. In those cases, the following policies apply:

Full Service Events: Deposits are non-refundable. In the event of a cancellation less than 3 weeks prior to the event, entire payment is non-refundable. If final payment has not been submitted, client will be invoiced for balance and charged 10% late payment charge if payment is not received by deadline as determined in contract.

Full Service Event Booking Process

After you have reviewed your full service catering proposal and/or have also done a tasting and are ready to book Surdyk's Catering please review the following:

Please contact your Surdyk's Catering sales representative to let them know you want to book as soon as you can so that way we can send you paperwork to begin to get the date reserved for you. When you are ready to book we will send you a contract and timeline for signature and deposit due one week from the date the contract and timeline were sent. Once you have submitted the signed contract and timeline along with the deposit then you will be officially booked with Surdyk's Catering. Please note Surdyk's Catering capacity is limited so if a date fills up we cannot guarantee availability for your event. If you are on hold and another client wants to book your spot we will alert you via email and give you a 24 hour first right of refusal notice (your sales person will explain that process to you if that happens). We will do our best to follow up with you as we hold your date but please note if we do not hear from you after numerous follow ups your hold will be removed. For any additional questions on this process please contact your Surdyk's Catering sales representative.

If you have questions about our planning guidelines feel free to contact us at 612-331-3938 or catering@surdyks.com.

*Surdyk's Policy, following food safety regulations, states that buffet food is intended to be eaten on site. No remaining food shall be taken to go. Thanks for helping us ensure the quality and safety of our service.

Subtotal	4,112.82 Total Value	5,191.75
Tax (8.025%)	338.62 Paid	2,499.00
Serv Chg (18%	740.31 Balance	2,692.75
Gratuity (0%)	0.00	

Payments Made								
Payment	Date	Method	Card Number	Card Holder	Check Date	Check Date		
2,499.00	10/11/2018	Credit Card		Laura Walton	0	0		

1701-10806-20237 UMF 0009060 Laura Walton

Page 5 of 6

Thank you!

Feel free to contact us with any questions: catering@surdyks.com | 612.331.3938

10/11/2018 - 6:42:20 PM



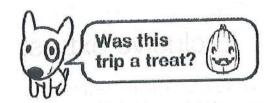
ROSEVILLE T1 - 651-631-0330 10/13/2018 09:47 PM EXPIRES 01/11/19

ENTERTAINMENT-E 056060010	LECTRONICS SANDISK 32GB	Τ	\$11.99	
HOME 002071309	DEC BASKET Saved \$1.30 off	T \$12	\$11.69 .99	1
200110086	CARAFÉ	Ť	\$6.99	
STATIONERY-OFF. 053050517 081050072 081051652	ICE TISSUE PAPER COPY PAPER SPECTRUM PAP	T T T	\$4.99 \$3.99 \$6.99	
	SUBTOT TAX EXEMPT SA		\$46.64 \$0.00	
	*9428 VISA CHAR AID:AOOOO VISA CRED	GE 00000	\$46.64 \$46.64 3101001	

↓ INDICATES SAVINGS

TOTAL SAVINGS THIS TRIP \$1.30

REC#2-8286-2101-0077-9371-5 VCD#759-253-648



Help make your Target Run better. Take a 2 minute survey about today's trip:

> informtarget.com User ID: 7171 3789 9992 Password: 206 285

CUÉNTENOS EN ESPAÑOL

145

1701-10806-20237 UMF0009060 LamAll

Pleas



HAR MAR MALL 2100 NORTH SNELLING AVE ROSEVILLE, MN 55113 651-636-7524

Customer: LAURA WALTON

Company: UoM

PURCHASE

EXPIRES **/** CHIP

AUTH# 009810

AID A000000003101001

APPLICATION LABEL VISA CREDIT

Signature Captured

008583 40300005 12:10:57

APPROVED

Chang \$0.00

Tax Exempt Inc. ...

1 7 - tank ...

LAURA WALTON 229 19th Ave S Minneapolis, MN 55455

Certificate Holder: Laura Walton

Tax Exempt ID: 8029894

State: MN

Expiration Date:

HomeGoods VALUES YOUR FEEDBACK!!!

Tell us what you think about

your store visit today and
enter a monthly drawing to win a

\$500 HomeGoods Gift Card!

Visit www.HOMEGOODSFEEDBACK.com

Respond by 10/28/18
You will need to reference
your receipt

Survey number: 0364038155 SEE WEBSITE FOR COMPLETE RULES

280364 3 8155 10/14/2018 12:06:51

1040

Customer Copy
THANK YOU FOR SHOPPING AT HOMEGOODS

REFUNDS WITHIN 30 DAYS WITH RECEIPT Store Credit Only With Gift Receipt

1701-10806-20237 UMF0009060

Jann Welm



LUNDS&BYERLYS

Roseville Gen. Manager Dick Loe 651-633-6949 Open 6am - midnight

Cashier: Tim H

10/13/18

21:15:01

Charles and Aller	
10.00	
4900006101	2.50 F1
1.	49
	4.99 F1
	4.49 F1
	50
	8.49 FS
	0.45 10
7900000001	2.50 F1
98	99
10100 17005	F 00 F0
	5.29 FS
AL	28.26
TAX	.00
28.	26
TENDER	28.26
4	
7,51	
	222
CHANCE	00
CHANGE	.00
	4900006101 7243100203 7243100868 7243102016 5.00 7800000201 1816947005 AL

Lunds&Byerlys Roseville 1601 W. Country Road C Roseville, MN 55113 (651) 633-6949 21:15:57 10/13/2018 USD\$ 28.26 fotal: VISA CREDIT CARD #: Entry Method: Chip - APPROVED **PURCHASE** AUTH CODE: 078884 Issuer Mode: A000000003101001 AID: 00080000 TVR: 06010A03A00002 IAD: ARC: F800 ISI: RRN: 082264 TID: 001 MID: CUSTOMER COPY THANK YOU FOR SHOPPING WITH HET

1701-10806-20237 VMF0009060 Laura Walton

TAB D

TAB E

 Conf #
 Guest Name
 Audit Date
 Act Description
 Voucher
 Debit
 Credit
 MadeBy Room
 CheckIn

 46088 Walton, Laura
 10/15/2018
 212 Gift Certificate
 6068
 0.00
 269.50
 KEB
 10/15/2018

** Totals: 0.00 269.50



Yuemo Zeng <zeng0007@umn.edu>

Loaner Laptop for Laura Walton

Tessa Klaes <klae0023@umn.edu> To: Yuemo Zeng <zeng0007@umn.edu>

Tue, Oct 16, 2018 at 10:16 AM

Hi Yuemo,

Could you get the loaner laptop I left outside your door to Laura Walton? It's for Chief Justice Roberts.

The guest account credentials are:



Thanks!

Tessa

Tessa Klaes IT Professional - Law Technology University of Minnesota Law School J 260 Mondale Hall klae0023@umn.edu or lawexams@umn.edu | Office: 612-626-6471





UNIVERSITY OF MINNESOTA LAW SCHOOL Walter F. Mondale Hall

Welcome, Chief Justice Roberts, We are delighted that you're here and thank you for coming to the University of Minnesota Law School. Sincerely, Professor Robert A. Stein





Your trip

Change trip

Cancel trip

Change seats

Record locator: DOBBVC

Issued: Thursday, May 31, 2018

Trip name: DCA/MSP

Status: Ticketed

Depart Washington, DC to Minneapolis/St Paul, MN Monday, October 15, 2018

Flight	Depart	Arrive	Travel time	Aircraft	Class	Seats
4642 American	3:40 PM	5:26 PM	2h 46m	E75	First	<u>2F</u>
Airlines Operated by Republic	DCA	MSP				
Airlines as American Eagle						
Get alerts for this flight						

Return Minneapolis/St Paul, MN to Washington, DC Wednesday, October 17, 2018

Flight	Depart	Arrive	Travel time	Aircraft	Class	Seats	
4594 American	7:00	10:31	2h 31m	E75	First	<u>2F</u>	
Airlines	AM	AM					
Operated by Republic Airlines as American Eagle	MSP	DCA					

Get alerts for this flight

Cost summary

Your total

\$694.39

Includes all taxes and carrierimposed fees

Passenger x 1	\$619.53	Bag and optional fees 2
Taxes	\$74.86	Reservation and tickets
Carrier-imposed fees	\$0.00	FAQs ②
		Price and Tax Information

1701-10806-20237-UMF0009060

(Z)

Subtotal \$694.39

AAdvantage® benefits

Priority \$0.00 Same-day Standby \$0.00

Total (all passengers) \$694.39

Travel offers



Save and earn miles on car rentals

Search cars 2



Great rates on hotels

Search hotels @



Trip insurance protection

See what's covered 2

Mileage Multiplier

Earn extra miles, without extra travel.



JOHN ROBERTS, you can multiply your AAdvantage miles for your upcoming flight.

Buy 5,568 miles for only \$178

Multiply your miles

This offer is non-refundable. Bonus miles are in addition to base miles earned and don't count toward elite status qualification. Your bank or credit card company may charge a foreign transaction fee; please contact your card issuer for details.

Mileage Multiplier terms and conditions 29

Passengers

John Roberts

Add / edit passenger information

Day-of-travel information

Add / edit information

Helpful links

Email trip

Send to calendar

Reservation and tickets FAQs @

Bag and optional fees 2

Print trip and receipt @



Limited-time: Earn up to a \$200 statement credit

And 50,000 bonus miles after qualifying purchases with this credit card offer Learn more 🛭

TAB F



2117 West River Road N. Minneapolis, MN 55411 | 612.331.3938 | catering@surdyks.com

EVENT ORDER

Roberts Lecture Private Reception

Tuesday, October 16, 2018 at Northrop Rehearsal Room

Prepared for U Of M Law School 229 19th Ave S | Minneapolis, MN 55455

Laura Walton (612) 624-1885 | Iwalton@umn.edu

Surdyk's Catering Rep: Michelle Rash

Danasistias	Charle	F., J	Consta	F	C	
Description	Start	End	Guests	1507 157	nt Space	
Reception	5:15 pm	6:15 pm	35 (Pln)	Reh Stud	earsal dio	
Site Name	Site	Address				
Northrop Rehearsal Room	84 Cl 5545		, Minneapolis, MN			
Food/Service Items						
Food/Service Items				Price	Qty	Total
PASSED HORS D'OEUVRES						
Priced per piece, 24 piece minir	mum ner vari	oty				
Friced per piece, 24 piece mini	mam per van	ety.				
	•	ety.		3.00	32	96.00
Thin-sliced, Medium Rare B with arugula & roasted peppers	seef Skewer	ety.		3.00	32	96.00
Thin-sliced, Medium Rare B	Beef Skewer s GF			3.00	32 32	
Thin-sliced, Medium Rare B with arugula & roasted peppers	leef Skewer s GF sh Ceviche S					96.00 96.00
Thin-sliced, Medium Rare B with arugula & roasted peppers Shrimp, Avocado, and Radis	leef Skewer s GF sh Ceviche S					
Thin-sliced, Medium Rare B with arugula & roasted peppers Shrimp, Avocado, and Radis with plantain crisp garnish GF	eef Skewer s GF sh Ceviche S	Spoons	oumpernickel	3.00	32	96.00
Thin-sliced, Medium Rare B with arugula & roasted peppers Shrimp, Avocado, and Radis with plantain crisp garnish GF Smoked Salmon Tartines	seef Skewer s GF sh Ceviche S DF se, capers, roe	Spoons e, and dill on p		3.00	32	96.00

HORS D'OEUVRES BUFFET

Priced per piece, 24 piece minimum per variety.

Surdyk's Cheese Platter

7.00

24

168.00

Our cheese displays are works of art. We select your cheeses at the peak of ripeness and flavor, combining textures, milk types, colors, and shapes. Served with nuts, fresh & dried fruits, rustic baguette slices, and crackers. VEG | Gluten Free crackers available on request

Bite-Sized Cookies & Bars / 2 per guest

3.00

24

72.00

Surdyk's special housemade cookies & bars, assorted and perfectly sized for parties. Selections vary daily and may include Caramel-Cashew Bars, Cognac Brownies, Gluten-Free Coconut Macaroons, Lemon Shortbread Cookies, S'mores Bars with Brûléed Marshmallow, Berry Crumble Bars, Boozy Cherry Linzer Cookies, Surdyk's Famous Almond Palmiers, and more. Garnished with fresh fruits.

REFRESHMENTS

	ш	n	C	n

serves 30-40

50.00

1

50.00

Gingered Sparkling Apple Cider

Ice Water

serves 30-40

15.00

1

15.00

B+W Coffee

Locally roasted, brewed coffee from B+W roasters, with sweeteners and half & half Choose from Estate Blend or Mexican Decaf

1005e 110111 Estate Diena of Mexican De

serves 12-16

30.00

1

30.00

Mighty Leaf Hot Tea

An assortment of green, black, and herbal teas, with sweeteners

serves 12-16

30.00

1

30.00

LABOR INFORMATION

All labor is estimated and billed portal to portal. Client will be billed for actual time worked. 4 hour minimum per staff person. Minimum of 2 staff people per event.

E05488 - U Of M Law School

(1) Event Manager for 4 Hours	35.00	4	140.00
(1) Servers for 4 Hours	20.00	4	80.00
(1) Chef for Hors d'Oeuvres Assembly for 4 Hours	30.00	4	120.00
MISCELLANEOUS INFORMATION			
Black Stretch Linens for High Top Tables Black stretch buffet and bar linens are included with all event orders.	12.00	5	60.00
Standard Dining Table Linens Black or white standard linens for dining tables, estimated for tables seating 10 g Black stretch buffet and bar linens are included with all event orders.	12.00 uests each.	3	36.00
Disposables Package Compostable Items to Include Plates, Flatware and Napkins.	1.50	35	52.50

Notes

SITE CONTACTS Laura Walton, U of M Law School

PURPOSE OF EVENT

Private Reception Following Supreme Court Justice Roberts Lecture Hosted by the U of M Law School

VENDORS

None at This Time

NOTABLES

None at This Time

EVENT TIMELINE - TENTATIVE

3:15pm Surdyk's Staff Arrives to Northrop

4:00pm Lecture Begins in Auditorium

5:15pm Lecture Ends, Private Reception Begins in Rehearsal Studio

6:15pm Private Reception Ends, Guests Vacate

SET UP STYLE

Northrop to Provide Floor Plan

LINENS/TABLE SET

Surdyk's to Provide Black Stretch Linens for Buffet Table & High Tops

Surdyk's Catering Planning Guidelines

Surdyk's Catering is excited to work with you on your event! Below are some of our policies and costs for your reference throughout the planning process. Please note all costs listed are before service charge and tax are applied.

LABOR

An 18% service charge is included in final total of all food, beverage and labor for full service catered events. Please note the service charge is taxable and is not considered a gratuity. Labor charges will also apply to your event dependent on your event's needs. Labor charges are estimated and based on the length of the event (to include set up and teardown timing) plus the estimated guest count. The client will be billed for the actual time worked. Labor charges are as follows:

Event Manager: \$35.00 Per Hour Service Staff: \$20.00 Per Hour Bartenders: \$20.00 Per Hour Chefs: \$30.00 Per Hour

SERVICE WARE

In order to make your event a complete success we will need to bring in the best quality wares and items needed to execute your event. To make this process easier for you we have put together packages that include all table ware items you will need.

BAR SET UP

We offer unique bar packages that we hope you will try! Please keep in mind that a \$150.00 bar set up charge will apply if the bar does not meet a \$500.00 minimum.

CAKE CUTTING

Our chefs produce delicious desserts; however, if you decide to bring in your own cake you can. We are happy to cut and plate the cake for you at a \$1.50 per person fee. All cakes must be brought in by a licensed cake vendor.

LATE CHANGE

We understand that things can change as your event date nears. If there are changes to the event such as a guest count increase or changes in the menu within 3 business days prior to the event a \$150.00 late change charge may apply. This cost will be added to your final invoice. Please note once your final guest count has been submitted that count cannot be decreased.

CANCELLATION POLICY

Hopefully we won't have to cancel your event but we know that situations arise and a cancellation may be unavoidable. In those cases, the following policies apply:

Full Service Events: Deposits are non-refundable. In the event of a cancellation less than 3 weeks prior to the event, entire payment is non-refundable. If final payment has not been submitted, client will be invoiced for balance and charged 10% late payment charge if payment is not received by deadline as determined in contract.

Full Service Event Booking Process

After you have reviewed your full service catering proposal and/or have also done a tasting and are ready to book Surdyk's Catering please review the following:

Please contact your Surdyk's Catering sales representative to let them know you want to book as soon as you can so that way we can send you paperwork to begin to get the date reserved for you. When you are ready to book we will send you a contract and timeline for signature and deposit due one week from the date the contract and timeline were sent. Once you have submitted the signed contract and timeline along with the deposit then you will be officially booked with

Surdyk's Catering. Please note Surdyk's Catering capacity is limited so if a date fills up we cannot guarantee availability for your event. If you are on hold and another client wants to book your spot we will alert you via email and give you a 24 hour first right of refusal notice (your sales person will explain that process to you if that happens). We will do our best to follow up with you as we hold your date but please note if we do not hear from you after numerous follow ups your hold will be removed. For any additional questions on this process please contact your Surdyk's Catering sales representative.

If you have questions about our planning guidelines feel free to contact us at 612-331-3938 or _catering@surdyks.com .L

*Surdyk's Policy, following food safety regulations, states that buffet food is intended to be eaten on site. No remaining food shall be taken to go. Thanks for helping us ensure the quality and safety of our service.

Subtotal	1,205.50 Paid	0.00	Pay Method	Card Number	
Tax (8.025%)	100.10 Balance	1,522.59	Card Type	Expires	
Serv Chg (18%	216.99		Card Holder		
Total Value	1,522.59		Signature		

Client Signature

ate

Thank you for your interest in Surdyk's Catering! We look forward to working with you.

Please note the following policies:

Cancellation - Drop Off Orders

In the event of a cancellation less than one week in advance, 50% of the order is refundable. Orders canceled less than 48 hours in advance are not eligible for a refund.

Cancellation - Serviced Events

Deposits are non-refundable. In the event of a cancellation less than 3 weeks in advance, entire payment is non-refundable. If final payment has not been submitted at this point, client will be invoiced for balance.

Late Change Fee - Serviced Events

A fee of \$150 will be applied to all serviced events with changes or increases [that we are able to accommodate] less than 3 days before the event.

If you have any questions about your order, please contact us at **612.331.3938** or at **catering@surdyks.com**

10/10/2018 - 6:03:57 PM

SURDYK'S CATERING CONTRACT

The following catering agreement is hereby entered into by:
Laura Walton of U Of M Law School, hereinafter referred to as "Client"

AND

Surdyk's Catering, hereinafter referred to as "Caterer"

Client and Caterer agree as follows:

TERM: Client and Caterer agree that this Catering Agreement between parties is for catering service that shall commence on Tuesday, October 16, 2018 at 5:15 pm and catering service shall continue until 6:15 pm on Tuesday, October 16, 2018. Said agreement may be extended and/or renewed by agreement of all parties in writing thereafter.

EVENT DETAILS

Date of Event: Tuesday, October 16, 2018

Guest Arrival: 5:15 pm Guest Vacate: 6:15 pm

Location: Northrop Rehearsal Room | 84 Church St. SE Minneapolis, MN 55455

Client Estimated Guest Count:35

All specific services to be provided are contained in the Event Order provided by Surdyk's Catering, and by this reference is incorporated into this binding agreement.

DEPOSITS: Client shall agree to pay a non-refundable deposit charge to secure the date of event. The Initial Deposit charge is calculated as: 20% of total on agreed upon estimate. Client agrees to an 20% Initial Deposit Charge of which will be posted as a line item on the final bill. The Initial Deposit is due on contract signing.

PREPAYMENT: Prepayment due to Caterer by Client shall be the total event contract costs, including state and local taxes where applicable, less the Deposit Charge. Client agrees to pay Caterer full balance due **no later than five business days prior** to the scheduled event, unless otherwise agreed upon by Client and Caterer in writing and attached to this contract.

GUARANTEED GUEST COUNTS: Client agrees to submit final guest count no later than five business days prior to the scheduled event. Client's agreement to hold the function(s) set out above is a material consideration for which Caterer enters into this agreement. It shall be Client's responsibility to notify Caterer of changes in the number of attendees with respect to any function. If no guarantee is received, the original number expected will be used as the guaranteed number of guests. Changes will be accepted by Caterer until 12:00 noon five business days prior to the function. Should the Client substantially reduce the number of anticipated attendees and/or cause any variance in contracted revenues for a given function, Caterer shall have the right to renegotiate charges to the client or to cancel the reservation(s) (with 90 day notice) hereby made without any liability to Caterer or its assigns. Caterer shall have the right to accept increases at its sole discretion. Caterer shall have the right to substitute product based on quality or availability.

ADDITIONAL SERVICES: Client agrees to pay for any and all additional services requested by Client, e.g. decorations, rental of facility, rental of equipment, refuse removal, etc. Additional services requested shall be included and added to the proposal. Verbal modification by Client the day of the event will be included on a settlement bill, if applicable.

DUTIES OF THE CATERER

- Caterer represents to Client that Surdyk's Catering is licensed with the City of Minneapolis and is in compliance with health department rules and regulations.
- · Caterer maintains a general liability insurance policy and a liquor liability insurance policy as needed for each event.
- Caterer agrees to provide service to the Client for Term listed in paragraph 1 above. Service shall include preparation and service of the food items as specifically provided for in Attachment A. Event Order E05475
- Caterer agrees to provide any and all additional services as requested and previously agreed upon by the Client and the Caterer. Caterer shall be responsible for initial payment of fees and deposits assessed by any rental of equipment or supplies obtained from an outside source or vendor offered by the Caterer. Caterer agrees to indemnify and hold Client harmless for payment of fees incurred to any rental agency the Caterer is utilizing.

DUTIES OF THE CLIENT

- Client agrees to provide suitable contracted facility for Caterer to perform duties required for the number of guests expected. Client agrees to arrange for, or personally provide access to said facility to accommodate the reasonable set up and preparation prior to the event. Client acknowledges responsibility for any and all liability arising for the rental of said facility that is not a direct result of the caterer's activities.
- Client acknowledges liability for any damage to the rental equipment used during the course of the event.
- Client agrees to full responsibility of all financial arrangements provided for above.
- Client agrees that a reversal on a credit card charge will not be allowed, and that if reversal does occur the Client is liable for 2 times the originally charged amount, as well as any chargeback fees and all other costs incurred by the caterer, including but not limited to, collection of the debt, bank charges, check charges, etc.

SERVICE CHARGE: An 18% service charge will be included in final billing on all food, beverage, rentals, labor, and miscellaneous charges. Service charge offsets administrative expenses, use of equipment, kitchen essentials, and energy costs. Service charge is taxable and is not considered a gratuity. Client may choose to offer a gratuity, which is nontaxable, for service and delivery staff.

DISCLAIMER: Surdyk's Catering may substitute ingredients based on availability.

ARBITRATION: Failure of either the Client or Caterer to comply with the agreements set forth in this Catering Agreement shall make the party liable for damages to the affected party. Any claim by either party for such damages shall be presented in writing to the other party within 15 days past the event date. Both parties agree to obtain an arbitrator or mediator should a dispute arise.

CANCELLATION POLICY:

<u>Full Service Events:</u> Deposits are non-refundable. In the event of a cancellation less than 3 weeks prior to the event, entire payment is non-refundable. If final payment has not been submitted, client will be invoiced for balance and charged 10% late payment charge if payment is not received by deadline as determined in contract.

<u>Non-Serviced Events:</u> Orders cancelled less than 48 hours in advance are non-refundable. In the event of a cancellation less than one week in advance, 50% of payment is non-refundable.

This Catering Contract is made and entered into on Wednesday, October 10, 2018 by and among Surdyk's Catering ("Caterer") and Laura Walton of U Of M Law School ("Client").

Client Signature	/0/11//§ Date
Surdyk's Catering Representative Signature	Date



2117 West River Road N. Minneapolis, MN 55411 | 612.331.3938 | catering@surdyks.com

EVENT ORDER

Roberts Lecture Private Reception

Tuesday, October 16, 2018 at Northrop Rehearsal Room

Prepared for U Of M Law School 229 19th Ave S | Minneapolis, MN 55455

Laura Walton (612) 624-1885 | lwalton@umn.edu

Surdyk's Catering Rep: Michelle Rash

D	CL. L	E	C !				
Description	Start	End	Guests		nt Spa	ce	
Reception	5:15 pm	6:15 pm	35 (Pln)	Reh Stud	earsal dio		
Site Name	Site	Address					
Northrop Rehearsal Room	84 C 5545		, Minneapolis, MN				
Food/Service Items							
Food/Service Items				Price	Qty		Total
PASSED HORS D'OEUVRES							
		K.OWER					
Priced per piece, 24 piece minir	num per vari	ety.					
Priced per piece, 24 piece minii	num per vari	ety.					
Priced per piece, 24 piece minii Black & Blue on Brioche	num per vari	ety.		3.00	35		105.00
Black & Blue on Brioche			northern lights blue	3.00	35		105.00
			northern lights blue	3.00	35	= 1	105.00
Black & Blue on Brioche charred medium-rare steak slid	er with toma	to confit and I	northern lights blue	3.00		24	105.00 105.00
Black & Blue on Brioche charred medium-rare steak slid Shrimp, Avocado, and Radis	er with toma sh Ceviche	to confit and I	northern lights blue		35	24	
Black & Blue on Brioche charred medium-rare steak slid Shrimp, Avocado, and Radis	er with toma sh Ceviche	to confit and I	northern lights blue			24	
Black & Blue on Brioche	er with toma sh Ceviche	to confit and I	northern lights blue			24	
Black & Blue on Brioche charred medium-rare steak slid Shrimp, Avocado, and Radis with plantain crisp garnish GF	er with toma sh Ceviche ! DF	to confit and i		3.00	35	24	105.00
Black & Blue on Brioche charred medium-rare steak slid Shrimp, Avocado, and Radis with plantain crisp garnish GF	er with toma sh Ceviche ! DF	to confit and i		3.00	35	24	105.00
Black & Blue on Brioche charred medium-rare steak slid Shrimp, Avocado, and Radis with plantain crisp garnish GF	er with toma sh Ceviche ! DF e, capers, roo	to confit and i	oumpernickel	3.00	35	24	105.00

Mini Minneapple Panini

3.00

35

105.00

our most famous sandwich with turkey, brie, lingonberry, apple

HORS D'OEUVRES BUFFET

Priced per piece, 24 piece minimum per variety.

7.00

30

210.00

Surdyk's Cheese Platter

Our cheese displays are works of art. We select your cheeses at the peak of ripeness and flavor, combining textures, milk types, colors, and shapes. Served with nuts, fresh & dried fruits, rustic baguette slices, and crackers.

Gluten Free crackers available on request

Bite-Sized Cookies & Bars / 2 per guest

3.00

90.00

Surdyk's special housemade cookies & bars, assorted and perfectly sized for parties. Selections vary daily and may include Caramel-Cashew Bars, Cognac Brownies, Gluten-Free Coconut Macaroons, Lemon Shortbread Cookies, S'mores Bars with Brûléed Marshmallow, Berry Crumble Bars, Boozy Cherry Linzer Cookies, Surdyk's Famous Almond Palmiers, and more. Garnished with fresh fruits.

LABOR INFORMATION

All labor is estimated and billed portal to portal. Client will be billed for actual time worked. 4 hour minimum per staff person. Minimum of 2 staff people per event.

(1) Event Manager for 4 Hours	35.00	4	140.00
(1) Servers for 4 Hours	20.00	4	80.00
(1) Chef for Hors d'Oeuvres Assembly for 4 Hours	30.00	4	120.00
MISCELLANEOUS INFORMATION			
Black Stretch Linens for High Top Tables- ESTIMATED Black stretch buffet and bar linens are included with all event orders.	12.00	3	36.00
Disposables Package Compostable Items to Include Plates, Flatware and Napkins.	1.50	35	52.50

<u>Notes</u>

SITE CONTACTS Laura Walton, U of M Law School

PURPOSE OF EVENT

Private Reception Following Supreme Court Justice Roberts Lecture Hosted by the U of M Law School

VENDORS

None at This Time

NOTABLES

None at This Time

EVENT TIMELINE - TENTATIVE

3:15pm Surdyk's Staff Arrives to Northrop

4:00pm Lecture Begins in Auditorium

5:15pm Lecture Ends, Private Reception Begins in Rehearsal Studio

6:15pm Private Reception Ends, Guests Vacate

SET UP STYLE

Northrop to Provide Floor Plan

LINENS/TABLE SET

Surdyk's to Provide Black Stretch Linens for Buffet Table & High Tops

Surdyk's Catering Planning Guidelines

Surdyk's Catering is excited to work with you on your event! Below are some of our policies and costs for your reference throughout the planning process. Please note all costs listed are before service charge and tax are applied.

LABOR

An 18% service charge is included in final total of all food, beverage and labor for full service catered events. Please note the service charge is taxable and is not considered a gratuity. Labor charges will also apply to your event dependent on your event's needs. Labor charges are estimated and based on the length of the event (to include set up and teardown timing) plus the estimated guest count. The client will be billed for the actual time worked. Labor charges are as follows: Event Manager: \$35.00 Per Hour

Service Staff: \$20.00 Per Hour Bartenders: \$20.00 Per Hour Chefs: \$30.00 Per Hour

SERVICE WARE

In order to make your event a complete success we will need to bring in the best quality wares and items needed to execute your event. To make this process easier for you we have put together packages that include all table ware items you will need.

BAR SET UP

We offer unique bar packages that we hope you will try! Please keep in mind that a \$150.00 bar set up charge will apply if the bar does not meet a \$500.00 minimum.

CAKE CUTTING

Our chefs produce delicious desserts; however, if you decide to bring in your own cake you can. We are happy to cut and plate the cake for you at a \$1.50 per person fee. All cakes must be brought in by a licensed cake vendor.

LATE CHANGE

We understand that things can change as your event date nears. If there are changes to the event such as a guest count increase or changes in the menu within 3 business days prior to the event a \$150.00 late change charge may apply. This cost will be added to your final invoice. Please note once your final guest count has been submitted that count cannot be decreased.

CANCELLATION POLICY

Hopefully we won't have to cancel your event but we know that situations arise and a cancellation may be unavoidable. In those cases, the following policies apply:

Full Service Events: Deposits are non-refundable. In the event of a cancellation less than 3 weeks prior to the event, entire payment is non-refundable. If final payment has not been submitted, client will be invoiced for balance and charged 10% late payment charge if payment is not received by deadline as determined in contract.

Full Service Event Booking Process

After you have reviewed your full service catering proposal and/or have also done a tasting and are ready to book Surdyk's Catering please review the following:

Please contact your Surdyk's Catering sales representative to let them know you want to book as soon as you can so that way we can send you paperwork to begin to get the date reserved for you. When you are ready to book we will send you a contract and timeline for signature and deposit due one week from the date the contract and timeline were sent. Once you have submitted the signed contract and timeline along with the deposit then you will be officially booked with Surdyk's Catering. Please note Surdyk's Catering capacity is limited so if a date fills up we cannot guarantee availability for your event. If you are on hold and another client wants to book your spot we will alert you via email and give you a 24 hour first right of refusal notice (your sales person will explain that process to you if that happens). We will do our best to follow up with you as we hold your date but please note if we do not hear from you after numerous follow ups your hold will be removed. For any additional questions on this process please contact your Surdyk's Catering sales representative.

If you have questions about our planning guidelines feel free to contact us at 612-331-3938 or _catering@surdyks.com . L

*Surdyk's Policy, following food safety regulations, states that buffet food is intended to be eaten on site. No remaining food shall be taken to go. Thanks for helping us ensure the quality and safety of our service.

Subtotal	1,218.50 Paid	0.00	Pay Method	Card Number	
Tax (8.025%)	107.01 Balance	1,544.84	Card Type	Expires	0.
Serv Chg (18%	219.33		Card Holder		
Total Value	1,544.84		Signature		

Client Signature	Date

Thank you for your interest in Surdyk's Catering! We look forward to working with you.

Please note the following policies:

. . .

Cancellation - Drop Off Orders

In the event of a cancellation less than one week in advance, 50% of the order is refundable. Orders canceled less than 48 hours in advance are not eligible for a refund.

Cancellation - Serviced Events

Deposits are non-refundable. In the event of a cancellation less than 3 weeks in advance, entire payment is non-refundable. If final payment has not been submitted at this point, client will be invoiced for balance.

Late Change Fee - Serviced Events

A fee of \$150 will be applied to all serviced events with changes or increases [that we are able to accommodate] less than 3 days before the event.

If you have any questions about your order, please contact us at **612.331.3938** or at **catering@surdyks.com**

COCKTAIL PARTIES

PASSED HORS D'OEUVRES

Priced per piece, minimum 24 pieces per variety

COOL -

Thin-sliced, Medium Rare Beef \$3

on a bamboo skewer with arugula and roasted peppers

Deviled Eggs \$2

Classic or Harissa Spiced @ A ...

Marinated Chevre on Cucumber \$2

Lacinato Kale Dolmas \$2.5

with pine nuts & currant jeweled saffron rice

Chicken Liver Mousse on Crostini \$2.5 with blood orange marmalade & microgreens

Chiogga Beets with Whipped Goat Cheese and Chive \$2

Tuna Poke w/ Nori and Sesame on Cucumber \$3.5

Carrot Two Ways \$2

Heirloom carrot with miso-carrot mousse, micro cilantro, and black sesame 🏻 🧥

Shrimp, Avocado, and Radish Ceviche Spoons \$3 🐞 🛦

Endive Leaf Canapés

Curried Cashew Chicken Salad \$2.5

Shrimp Remoulade \$3 @

Duck Rillettes and Cherry Mostarda \$3 🏙 🛕

Smoked Trout Pâté on Crudités \$3

Smoked Salmon Tartines \$3

with three pepper cream cheese, capers, roe, and dill on pumpernickel

Gazpacho Shooter Trio \$2

seasonally inspired soup shooters - inquire for our current favorites. add shrimp for additional charge

Catalan Crab Salad on Cucumber \$3 @ 🗥 with olives, capers, and shallot

Black & Blue on Brioche \$3

Charred medium rare steak with tomato confit and Northern Lights Blue

Black Pepper and Cheddar Biscuits with Red Table Royal Ham and Peach Pepper Jelly \$3



WARM -

Mini Minnesota Grilled Cheese Panini \$2

Mini Minneapple Panini \$3

Our most famous sandwich with turkey, brie, lingonberry, apple

Fontina & Wisconsin Cheddar Gougères \$2

Cocktail Meatballs

Ginger Beef with with lingonberry bbq sauce \$2 Moroccan Spiced Lamb with mint tahini yogurt sauce \$3

Taleggio-Risotto Cakes with Truffled Aioli \$2

Meyer Lemon, Chevre, and Fresh Pea Risotto Cakes with Basil Aioli \$2

Lump Crab Cakes with Creole Remoulade \$3

Crispy Strudel Bites \$2

Mushroom Ricotta or Spinach & Feta

Indian-Spiced Vegetable Samosa \$2

Spanish Chorizo & Shrimp Skewers \$3 🍈 🛦

Marcona-Blue Cheese Stuffed Medjool Dates \$3 Wrapped in crispy bacon with honey glaze

Chicken and Prosciutto Pinwheels with Pesto \$3 @

Polenta Crisp with Wild Mushrooms, Tomato, Basil, and Parmigiano Reggiano \$3 🍈 🌕

Housemade Potato Chips with Crème Fraîche, Shallots, and Caviar \$3

STATIONARY HORS D'OEUVRES

Priced per piece, 24 piece minimum per variety

COOL -

Ricotta Bruschetta

with lemon, lavender honey, and thyme \$2 with tomato, crispy pancetta, and basil \$2.5

Salumi Bruschetta \$2.5

Prosciutto, salami, coppa and more with arugula and inspired accompaniments

Antipasti Skewers \$2.5

Assorted varieties with ingredients like salumi, boquerones, rustic cheeses, olives, pickled vegetables, and fresh herbs

Tomato-Mozzarella Skewers with Basil Pesto \$2

Grilled Vegetable Skewers with Italian Salsa Verde \$2 @



Tortilla Espanola \$2 🌼 🛕

The quintessential Spanish tapa, served with smoky romesco and pickled pipparas

Mini Ficelle Sandwiches \$4

Our classic salami and prosciutto skinny baguette sandwich perfectly sized for parties and individually wrapped; vegetarian options available on request

Finger Sandwiches \$2

Turkey & Brie with lingonberry Ham & Gruyere with cornichons and dijon Salami & Fresh Mozzarella with marinated peppers and basil aioli Rare Roast Beef with watercress and horseradish-dijon aioli Local Chevre & Grilled Vegetables with arugula

WARM -

Cocktail Meatballs

Ginger Beef w/ lingonberry bbq sauce \$2 Moroccan Spiced Lamb w/ mint tahini yogurt sauce \$3

Lump Crab Cakes w/ Creole Remoulade \$3

Taleggio-Risotto Cakes w/ Truffled Aioli \$2

Meyer Lemon, Chevre, and Fresh Pea Risotto Cakes with Basil Aioli \$2

Crispy Salmon Cakes w/ Aioli Verde \$3

Grilled Chicken Skewers w/ Apple-Chipotle Glaze \$2.5



Lime-Cilantro Peanut Chicken Skewers \$2.5 💮 🛕

Grilled Steak Skewers w/ Chimichurri \$3 🌑 🛕

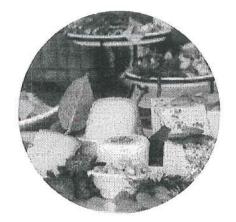
Shrimp & Scallion Skewers w/ Moroccan Charmoula \$3.5 @ 🛦

Grilled Curried Lamb Skewers w/ Cucumber-Mint Raita \$3

Crispy Strudel Bites \$2

Mushroom & Ricotta or Spinach & Feta

Indian-Spiced Vegetable Samosas \$2



PARTY PLATTERS

Priced per person, 24 person minimum

Crab-Artichoke Gratin with Parmigiano Reggiano \$5

Served warm with crudités. housemade pretzel sticks, and crostini

Surdyk's Cheese Platter \$7

Our cheese displays are works of art, We select your cheeses at the peak of ripeness and flavor, combining textures, milk types, colors, and shapes. Served with nuts, dried and fresh fruits, rustic baquette slices, and crackers.

Artisanal Salumi Board \$7 🛕

Paper thin slices of Prosciutto di Parma, locally produced Red Table Meats, and spicy salami, Served with olives, pickles, peppers, crudités, and sliced baguette.

Star Prairie Smoked Trout Spread \$8

Served with crudités, crispy crackers, and toasted rye breads.

Mediterranean Mezze \$6

Grilled pita triangles and crudités served with beet hummus, smoky red pepper babaganoush, and spinach-feta dip, garnished with olives and tangy pickled peppers.

Spanish Tapas Platter \$8

An assortment of classic tapas: bite-sized tortilla Española, sherry-garlic shrimp & chorizo skewers, Manchego with quince membrillo, and thin slices of Jamon Serrano, garnished with Marcona almonds and olives.

Classic Chilled Shrimp or Spiced, Pickled Shrimp \$8 4 4

Served with two dips: traditional cocktail sauce & preserved lemon-saffron aioli

Antipasti Board \$7

Prosciutto di Parma and Spicy Salami served with rustic Italian cheeses, marinated vegetables, olives, fresh mozzarella-seasonal vegetable skewers, and sliced baguette.

Crudités Platter \$5

A colorful, crunchy assortment of the season's best vegetables served with choice of two dips: gingered miso-carrot, beet hummus, green goddess, local blue cheese, or romesco

Grilled Vegetable Platter \$5 @ 🛦 🔠

As seasonally available, lightly dressed with lemon, fresh herbs, and extra virgin olive oil.

Beef Tenderloin \$10

Grass fed, rare beef served with horseradish cream, wild arugula, roasted peppers, and baguette.

Poached Side of Salmon \$10 @ A

With orange, arugula, shaved fennel, and olives

Fresh Fruit Platter \$5



STATIONS

Minimum 100 guests

Choose a station as the centerpiece of your event. Tailored for any size space or location, our catering team will set up a bountiful display using tiered levels, wood crates, and varied serving pieces. Add passed hors d'oeuvres and a bar for a complete party.

GRAND CHEESE DISPLAY // \$15

The Grand Cheese Display is a cheese lover's dream. We custom design each table using whole wheels of cheese and wine crates as levels to display six or more (depending on the size of your group) cheeses handpicked by our cheese buyer. Our cheese experts will tend to the table and serve your guests, answer questions, and keep the cheese fresh, plentiful, and gorgeous. The cheeses are served with a variety of nuts, dried and fresh fruits, crackers, biscuits, and breads, as well as proper cheese accompaniments like quince paste, fig compote, and aged balsamic vinegar.

ANTIPASTI TABLE // \$15

Colorful, fresh, and inspired by the best ingredients of the season, our Antipasti Table captures the essence of the art of entertaining in one dynamic and delicious display. Our custom spread of antipasti favorites includes generous platters of thinly-sliced salumi and housemade patés, rustic cheeses, crudités with dips, seasonal skewers and bruschetta, olives, pickled peppers, and nuts, all served with crisp breadsticks, crackers, artisan breads, and housemade pretzels.



SWEETS

PLATED DESSERTS -

Mexican Chocolate Cake with Coffee Ice Cream \$6

Red Velvet Cake with Cream Cheese Frosting \$6

Dacquoise with Layers of Hazelnut Meringue, Dark Chocolate, Espresso Buttercream \$8

Espresso Flourless Chocolate Torte with Amaretto Crème Anglaise \$8

Three Mousse Trifle with Kahlua, Bailey's, Chocolate, and Hazelnut \$8

Crème Brûlée \$6

Cheesecake with Berries or Bruléed Pineapple \$6

Classic Fruit Tart \$8

Tropical Fruit Tart with Lime-Coconut Cream and Meringue \$8

Apple Tarte Tatin with Honey Ice Cream \$6

Baba au Rhum with Whipped Cream and Fresh Berries \$6

Poached Pear with Mulled Red Wine Caramel Sauce and Fresh Cream \$6

Grilled Summer Peaches & Cherries in a Macadamia Tuile with Fresh Mint and Vanilla Ice Cream \$8



SWEETS DISPLAYS AND PLATTERS

Priced per person, minimum of 24 per selection

House-Baked Cookies \$2

An assortment of full-size or mini (2 per guest) favorites like Dark Chocolate, Monster, Snickerdoodle, Oatmeal Raisin, Classic Chocolate Chip, and Ginger Molasses.

Bite-Sized Cookies & Bars \$3 (2 bites per guest)

Surdyk's special housemade cookies and bars, assorted and perfectly sized for parties. Selections vary daily and may include Caramel-Cashew bars, Cognac Brownies, Gluten-free Coconut Macaroons, Lemon Shortbread Cookies, S'mores Bars with Brûleed Marshmallow, Berry Crumble Bars, Boozy Cherry Linzer Cookies, Surdyk's famous Almond Palmiers, and more.

Cupcakes \$3.5

Full-size or mini selections (2 per guest) of Red Velvet, Toasted Coconut, Berry Tres Leches, Dark Chocolate Stout, Grand Marnier Gingerbread, and other seasonal favorites.

Tartlets \$3-5

Mini tarts inspired by the season. Lemon Meringue, Fresh Fruit, Morello Cherry-Almond, Dark Chocolate w/ Candied Orange, Spiced Caramel Apple, and more.

Chocolate Covered Strawberries \$2.5

Organic, juicy berries dipped in fair trade Cordillera dark chocolate.

Mini Desserts \$4-6

Tiramisu, Blood Orange Caramel Budino, Triple Berry Trifle, Coconut Milk Pudding with Mango, Dark Chocolate Pot-de-Creme, and more, beautifully layered in individually sized shooter glasses or mini mason jars.

Housemade Marshmallows \$2.5

Whimsical and light, our gluten-free marshmallows come in a variety of sophisticated flavors like cassis, meyer lemon, and fleur-de-set caramel dipped in dark chocolate.

Pâté de Fruits \$3.5

Sparkly French confections made from fresh, seasonal fruits - both vegan and gluten-free. Flavors include sugarplum, apricot, gingered clementine, blackberry-cassis, and more.

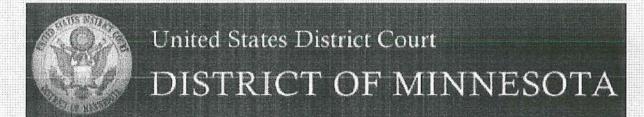


MailChimp Template Test - "Private Reception with John G. Roberts, Jr."

1 message

lawevent@umn.edu <lawevent@umn.edu>
To: lwalton@umn.edu

Tue, Aug 28, 2018 at 1:05 PM



The United States District Court, District of Minnesota, along with the Minnesota Chapter of the Federal Bar Association, invites you to a

Private Reception with John G. Roberts, Jr., Chief Justice of the United States

Tuesday, October 16, 2018 5:15 p.m.

Northrop, Hubbard Broadcasting Rehearsal Studio 84 Church Street SE Minneapolis, MN 55455

The private reception will immediately follow the University of Minnesota Law School's 2018 Stein Lecture at 4:00 p.m. in the Northrop auditorium

Please rsvp below by Monday, October 8, 2018.

RSVP



Thank you.

Laura Walton, Event Manager University of Minnesota Law School (612) 624-1885 lawevent@umn.edu Chief Justice Roberts Private Dinner Monday, October 15th Nicollett Island Inn 95 Merriam Street Minneapolis, MN 55401 Fireside Lounge

> Arrive at 6:30pm Bar sponsored by FBA Passed Appetizers

Dinner at 7:00pm Wine sponsored by FBA Dinner sponsored by District Court; Abbreviated Dinner Menu

Guest List

- 1. Chief Justice John G. Roberts, Jr.
- 2. Hon, John R. Tunheim
- 3. Jane Roberts
- 4. Professor Stein
- 5. Dean Jenkins
- 6. Kelly Lawden, FBA
- 7. Jeff Minear
- 8. Sheldon Snook (OR)
- 9. Michael Shenkman
- 10. Hon. Joan N. Ericksen
- 11. Hon. Patrick J. Schiltz
- 12. Hon. Susan Richard Nelson
- 13. Hon. Willheimina M. Wright
- 14. Hon. Donald D. Alsop
- 15. Hon. David S. Doty
- 16. Hon. Paul A. Magnuson
- 17. Hon. Richard H. Kyle
- 18. Hon. Michael J. Davis
- 19. Hon. Ann D. Montgomery
- 20. Hon. Donovan W. Frank
- 21. Hon, David R. Stras
- 22. Hon. James B. Loken
- 23. Laura Walton
- 24. Kate Fogarty, Clerk

^{*}order extra meals for security staff

^{*}make seat placards and name tags per Prof Stein

^{*}order flower arrangements/centerpiece for table

^{*}work with Kelly Lawden to order wine bottles for table

Dinner for Chief Justice Roberts planning meeting

Wednesday, July 25, 2018; 1:15 PM

Attendees: Mary Betinsky, Kate Fogertv. Julie Krones. Chief Judge John Tunhe Walton

Office: 612-664-5188

AGENDA

Date: Monday, October 15, 2018

Time: 7pm

Location: Nicollet Island Inn, Island Room

\$500 room rental; \$1500 F&B minimum

Room setup

Alternative locations: Minneapolis Club, ...

Guest list and expected attendance

Invitations

Hard-copy mailing or email

RSVP tracking

Bar service

Hosted or cash

Can you pay for alcohol through your funding?

t pussed oppo

Hors d'oeuvres while guests arrive?

Dinner

Entrée selections

List on invitation

Program/Remarks

Event Items

o name tags

seating assignments and place settings

o centerpieces - flow

Billing

Close the door ? - Bobs-close to Dean-STEIN or don't core?

CIN place naine care; - Jeff attending event

Jobets - LAWRA

Jeff- Free Assed - STEIN

- une bottles it toble

_ask Chief /ship - ST

Dinner for Chief Justice Roberts planning meeting Wednesday, July 25, 2018; 1:15 PM Attendees: Mary Betinsky, Kate Fogerty, Julie Krones, Chief Judge John Tunheim, and Laura Walton
AGENDA Office: (012-664-5188
Date: Monday, October 15, 2018
• Time: 7pm
 Location: Nicollet Island Inn, Island Room \$500 room rental; \$1500 F&B minimum Room setup Alternative locations: Minneapolis Club,
Guest list and expected attendance Jeff- Tiech Assyl — STEIN
Invitations
Bar service Hosted or cash Can you pay for alcohol through your funding? Hors d'oeuvres while guests arrive?
Hors d'oeuvres while guests arrive? Dinner Entrée selections List on invitation
Program/Remarks Shud
 Event Items name tags seating assignments and place settings centerpieces
Billing
close the door? - Bob-close to Dean-STEIV
Close the door? - Bob-close to Dean-STEIV CJN plac name (and) - Jeff attending event
I Ochets - LAWRA

1701-10806-20237 -0009060 Janh





sland Room availability 10/15

lindsay@nicolletislandinn.com lindsay@nicolletislandinn.com>To: Laura Walton <lwalton@umn.edu>

Hi Laura,

Thank you for considering the Nicollet Island Inn for your dinner! 10/15 is available and I would be ha

The Inn is a romantic, historic and classically unique property. We have two private event spaces availal guest count; The St Anthony Room and the Island Room. The maximum capacity for the Island Room. 125 guests in the St. Anthony room. Each space has a room rental fee and food & beverage minimum cusing and what night of the week it is.



95 Merriam Street Minneapolis, MN 55401 www.nicolletislandinn.com Lindsay Kunz Special Events Director phone: (612) 331-1800 x3 fax: (612) 331-5667

L 'RESTAURANT' BAR

Island Room:

Room Rental: \$500

Food & Beverage Minimum

Monday-Thursday: \$1,500

Friday: \$3,000

Saturday: \$3,500

St. Anthony Room:

Room Rental: \$500

Food & Beverage Minimum

Monday-Thursday: \$1,500

Friday: \$3,000

Saturday: \$3,500

Both Rooms:

Room Rental: \$1,000

Food & Beverage Minimum

Monday-Thursday: \$3,000

Friday: \$6,000

Saturday: \$7,000



sland Room availability 10/15

lindsay@nicolletislandinn.com lindsay@nicolletislandinn.com> To: Laura Walton <lwalton@umn.edu>

Wed, Jul 18, 2018 at 2:00 PM

Hi Laura,

Thank you for considering the Nicollet Island Inn for your dinner! 10/15 is available and I would be happy to hold the date for you!

The Inn is a romantic, historic and classically unique property. We have two private event spaces available for events depending on your guest count; The St Anthony Room and the Island Room. The maximum capacity for the Island Room is 50 guests for a seated dinner and 125 guests in the St. Anthony room. Each space has a room rental fee and food & beverage minimum depending on what space(s) you are using and what night of the week it is.

Island Room:

Room Rental: \$500

Food & Beverage Minimum

Monday-Thursday: \$1,500

Friday: \$3,000

Saturday: \$3,500

St. Anthony Room:

Room Rental: \$500

Food & Beverage Minimum

Monday-Thursday: \$1,500

Friday: \$3,000

Saturday: \$3,500

Both Rooms:

Room Rental: \$1,000

Food & Beverage Minimum

Monday-Thursday: \$3,000

Friday: \$6,000

Saturday: \$7,000



HOTEL • RESTAURANT • BAR



BREAKFAST OPTIONS

CONTINENTAL 20	per perso	111
-----------------------	-----------	-----

Seasonal Fruit Display

Assorted Muffins & Freshly Baked Pastries

Yogurt and House Made Granola*

*Sub Berries, Granola and Yogurt Parfaits (add \$3 per cup)

Gravlax Platter (add \$7 per person)

Capers, Red Onion, Hard Boiled Egg, Tomato

(*Gravlax are House Cured which require a 14 day notice, and minimum of 10 guests)

BREAKFAST BUFFET (Priced per pan, each pan serves 10)

Our Breakfast buffet is priced according to a specific portion size.

If you think your group or attendees may eat more than, consider ordering an extra pan.

Seasonal Fresh Fruit Display	50
Assorted Miniature Muffins and Freshly Baked Pastries	40
Hash Browns	35
Sugar Cured Bacon	50
Farm Fresh Scrambled Eggs	40
Quiche Du Jur	65
Chef's French Toast	60
Challah Bread French Toast, with Chef's Selection of Seasonal Ingredients	
House Made Granola and Vanilla Vogurt	50

SHOWER BRUNCH 40 per person

Assorted Miniature Muffins and Freshly Baked Pastries

Seasonal Salad: Chef's Choice of Seasonal Ingredients

Quiche Du Jur

Finger Sandwiches Chef Selection of Gourmet Hot and Cold Tea Sandwiches

Farmers Market Platters Vegetable Crudite and Selection of Seasonal Fruit Platters

Chef's Assortment of Miniature Desserts

BREAKFAST APPETIZERS

(priced per 20 pieces)

Summer Fruit Bruschetta Marinated Seasonal Fruit, Mint, Balsamic,

Served on Toasted Cinnamon Butter Crostini

Ham and Cheese Bites Prosciutto, Mozzarella and Rosemary, Wrapped in Puff Pastry

Deviled Eggs Classic Deviled Egg, with Paprika, Dijon, Salt and Pepper

45







(20 guest minimum for lunch buffets)

NIC'S PLATED LUNCH 25 per person

(select two options: Each sandwich is served with a side of mixed greens dressed with house vinaigrette)

Maple Glazed Salmon Salad Orange Supreme, Braised Cranberries, Maple Vinaigrette, Red Onion Chicken Caesar Chopped Salad, Grilled Chicken Breast, Herbed Croutons, Parmesan Dressing Grilled Chicken BLT Chicken Breast, Applewood Smoked Bacon, Tomato, Romaine, Garlic Aioli Nic's Burger 80z. Local Minnesota Ground Beef, Bacon, Cheddar, Gruyere, Greens, Smoked Tomato Jam, Dijon Shrimp Salad Sandwich Baby Shrimp, Lemon Remoulade, Arugula, Tomato, Batard (add \$5)

NIC'S LUNCH BUFFET 30 per person

House Salad Tomato, Blue Cheese, Shaved Red Onion, Roasted Shallot Vinaigrette

House Made Gaufrettes "Waffle Cut" Potato Chips

CHOICE OF: (pick two)

Roasted Vegetable & Chèvre Sandwich Seasonal Vegetable, Chèvre, Garlic Aioli
Grilled Chicken BLT Chicken Breast, Applewood Smoked Bacon, Tomato, Romaine, Garlic Aioli
Steak Sandwich Sliced Beef, with Greens, Tomato, Gruyere, and House Made Horseradish Cream (add \$5)
Shrimp Salad Sandwich Baby Shrimp, Lemon Remoulade, Arugula, Tomato, Batard (add \$5)

Chef's Assortment of Cookies and Bars

ISLAND LUNCH BUFFET 40 (does not include dessert)

Chef's Selection of Artisan Cheeses with Assorted Breads and Crackers

House Salad: Fresh Mixed Greens mixed with House Made Roasted Shallot Vinaigrette and topped with

Tomato, Blue Cheese, Shaved Red Onion

House Rolls & Breads

House Rolls & Breads
Herb Roasted Fingerling Potatoes
Seasonal Roasted Vegetable

Chef's Selection of Seasonal Farmers Market Vegetable

Entrées:

CHOICE OF: (pick two)

Pan Seared Salmon Grilled Lemon Herb Chicken Roast Beef Au Jus





HORS D'OEUVRES

STATIONED PLATTERS (Serves approximately 30 guests)

Vegetable Crudité: Chef's Selection of Seasonal Farmers Market Vegetables with House Made Ranch	100
Seasonal Fruit: Selection of Seasonal Sliced Fruit	100
Shrimp Cocktail: Platter of Chilled Jumbo Shrimp served with House Made Cocktail Sauce	115
Tomato Bruschetta: Marinated Tomatoes with Garlie, Shallots and Balsamic dressing	75
Served with Baguette Crostini and Flatbreads, Olive Tapenade, Roasted Garlic Aioli	
Artisan Cheeses: Chef's Selection of (4) Specialty Domestic and Imported Cheeses, Honey, Nuts, and Fruit	140
Served with Crostini, Flatbreads and Crackers	
House Smoked Salmon: House Cured Salmon with Stacked Crostini	90
Paired with Dill, Mustard, Egg, Red Onion and Cream Cheese	
Charcuterie: Chef Selection of (3) Specialty Cured Meats, Varietal Olives and Pickles, with Flatbreads and Crostini	140
HORS D'OEUVRES (priced per 20)	
Gougeres: Pate au choux Stuffed with Goat Cheese Mousse, Arugula and Speck	55
Pear, Honey and Brie Crostini: Pear, Brie Cheese served on Baguette, Honey, Salt	60
Sundried Tomato Caprese: Tomato, Balsamic Vinegar, Chevre, Basil on Toasted Brioche	60
Blackberry Basil Skewers: Skewers of Blackberry, with Basil, Mozzarella Cheese	65
Watermelon Bite: Basil and Feta, served on a Cube of Watermelon (available July-October)	60
Blackened Tenderloin Crostini: Sliced Beef on toasted bread with Crème Fraiche, Arugula and Bleu Cheese	110
Pineapple Shrimp Skewer: Baby Shrimp with Pineapple and Sweet and Sour Glace	70
Lobster Bruschetta: Avocado, Lobster Salad and served atop a Crostini	140
Smoked Salmon with Cream Cheese: Seasonal Greens on Caraway Rye	85
Tuna Poke in Wonton: Ahi Tuna Squares served on a Crisp Wonton Crisp, with Soy, Scallion, Sesame	105
Risotto Croquette: Creamy Risotto Balls, breaded and fried	60
Salt Crusted Fingerlings: Fingerling Potatoes, Blue Cheese and Tomato Jam	65
Buffalo Chicken Bites: Chicken, Buffalo Hot Sauce, Blue Cheese, Celery, in Mini Pastry Shell	65
Chicken Lettuce Wrap: Organic Chicken, Garlic, Ginger, Soy, Peanut Sauce	75
Seasonal Flat Breads (priced (4) 12" flat breads per order)	
Margherita: Fresh Tomato, Mozzarella, Basil	60
Pesto Chicken: Diced Organic Chicken, Tomato, Mozzarella, Parmesan, House Made Pesto	60
Meat Lovers: Tomato Sauce, Italian Meats, Arugula, Red Onion, Cheve	60
Vaccios Consonal Vanetable Marriavella Tomato Sauce	60



b-

A

SEATED DINNERS

60 per guest

APPETIZER COURSE (select three) See Hors D'oeuvres Menu

SALAD COURSE (select one)

House Salad: Fresh Mixed Greens mixed with House Made Roasted Shallot Vinaigrette and topped with Tomato, Blue Cheese, Shaved Red Onion

Caesar Salad: Crisp Romaine mixed with Caesar Dressing and topped with House Made Croutons and Parmesan

Seasonal Salad: Chef's Choice of Seasonal Ingredients; including Nuts, Fruit and Seasonal Greens

ENTRÉES (select three)

Mushroom Gnocchi: Wild and Cultivated Mushrooms, Potato Gnocchi, Taleggio Cream, Truffle Oil, Pecorino
Pan Seared Salmon: Served with Herb Roasted Potato, topped with Seasonal Vegetable in a White Wine Butter Sauce

Roasted Amish Chicken: Roasted Dark and Light Meat, Served with Whipped Potatoes, and Seasonal Vegetable, Pan Jus

Panko Crusted Walleye: Served atop Wild Rice Pilaf, and a dollop of Remoulade (add \$10)

Strip Steak: 8 oz. Strip Steak

Served w/Potato Gratin, Seasonal Vegetables and Beef Demi Glace (add \$10)

Beef Tenderloin 8 oz. Tenderloin

Served with Whipped Potatoes and Seasonal Vegetables (add \$15)

Duets:

Steak Oscar: (2) 4 oz. Steak Medallions topped with House made Crab Cakes

Served with Whipped Potatoes and Seasonal Vegetables (add \$15)

Surf & Turf: 60z. Canadian Lobster Tail, paired with a 60z Steak Medallion,

Served with Potato and Seasonal Vegetables (add \$20)

Land & Lake: 802. Strip Steak paired with Panko Crusted Walleye,

Served with Wild Rice Pilaf and Seasonal Vegetables (add \$15)

please note: Beef preparation is set to medium for all steak. Special request are not available





DINNER BUFFETS

55 per guest (does not include dessert)

APPETIZER COURSE (select three)

See Hors D'oeuvres Menu

STARTERS (select one)

House Salad Fresh Mixed Greens mixed with House Made Roasted Shallot Vinaigrette and topped with Tomato, Blue Cheese, Shaved Red Onion

Caesar Salad Crisp Romaine mixed with Caesar Dressing and topped with House Made Croutons and Parmesan Seasonal Salad Chef's Choice of Seasonal Ingredients; including Nuts, Fruit and Seasonal Greens

SIDES (select two)

Truffle Mashed Potatoes

Cheddar Potato Gratin Russet Potato, Aged Cheddar, Cream, Herbs

Wild Rice Pilaf Mirepoix, Herbs

Seasonal Vegetables

Herb Roasted Potatoes Garlic, Olive Oil, Herbs

ENTREES (select two)

Roasted Chicken Light and Dark Meat, Pan Jus

Pan Seared Salmon Creamed Leeks

Mushroom Gnocchi: Wild and Cultivated Mushrooms, Potato Gnocchi, Taleggio Cream, Truffle Oil, Pecorino

Strip Steak Onion Au Jus (add \$10)

Panko Crusted Walleye Remoulade (add \$10)

Roasted Prime Rib Horseradish Crème Fraiche (add \$15)





HOTEL • RESTAURANT • BAR •

Mediterranean Buffet

(55 per person)

APPETIZER (select three)

See Hors D'oeuvres Menu

ANTIPASTI MISTO:

Selection of Cured Meats, Olives & Selection of Cheeses Hummus
Greek Salad Kalamata Olives, Pepperoncini, Tomato, Feta, Herb Vinaigrette
Tabbouleh Salad Herb, Lemon, Bulgur Wheat
Assortment of Pita and Rolls

ENTRÉE:

Roasted Salmon with Herbs Strip Steak Gorgonzola Rigatoni Pasta sauté with Basil Pesto, Tomato, Feta/Goat Cheese





HOTEL • RESTAURANT • BAR



SNACKS

Mid-Morning and Afternoon Snacks (Serves approximately 10 guests)

Farmers Market Platters: Vegetable Crudite and Selection of Seasonal Fruit	55
Artesian Meat and Cheese Platter: Selection of Specialty Cured Meats and Cheese's with Sliced Breads	65
Seasonal Fresh Fruit Display	40
Vegetable Crudite	40
Gaufrettes: House Made "Waffle Cut" Potato Chips	35
Granola Bars and Whole Fruit: Nutrigrain Bars Variety and Seasonal Fresh Whole Fruit	40
Sweet and Savory Selections: Mixed Nuts, Dried Fruit, Chips and Candy	35
Chefs Assortment of Cookies and Bars	35





\$8

DESSERTS

PLATED DESSERT (priced per plate) Includes Tableside or Stationed Coffee Service

Warm Apple Crisp

House Made Apple Crisp topped with caramel sauce and whipped cream

NY Cheese Cake

Vanilla Cheese Cake with Graham Cracker Crust

Vanilla

Vanilla Cake & Vanilla Bean or Chocolate Buttercream

Valrhona Chocolate

Valrhona Chocolate Cake & Vanilla Bean or Chocolate Buttercream

Black Velvet

Our Version of Red Velvet Cake & Cream Cheese Icing

Lemon Raspberry Vanilla Cake

Tart Lemon Filling, Fresh Raspberries & Vanilla Buttercream

Coffee Lovers Espresso

Infused Valrhona Chocolate Cake & Coffee Buttercream

Carrot Cake Carrot Cake

Cream Cheese Icing (nut free)

Chocolate Raspberry Valrhona

Chocolate Cake, Raspberry Buttercream Filling & Chocolate Icing

Vanilla Salted Caramel

Vanilla Cake, Salted Caramel Sauce & Caramel Buttercream

Chocolate Salted Caramel Valrhona

Chocolate Cake, Salted Caramel Sauce & Caramel Buttercream

Hazelnut Valrhona

Chocolate Cake with Nutella Buttercream



MINIATURE DESSERT BAR (price per dozen) minimum order of 2 dozen per flavor Mini Cupcakes Vanilla, Carrot Cake, Pink Champagne, Sinfully Chocolate, Chocolate Salted Caramel, Lemon Raspberry, Toasted Coconut 40 Miniature Cheesecakes Traditional, Raspberry, Chocolate, Turtle or Key Lime 46 Dessert Shooters Key Lime Pie, Tiramisu: Banana Pudding, Very Berry Shortcake, Dark Chocolate, Butterscotch Budino 46 Chocolate Covered Strawberries White and Dark Chocolate 45 Macarons Vanilla, Chocolate, Raspberry, Pistachio, Salted Caramel, Lemon, Coffee, Strawberry 40

Dessert Tartlets Fresh Fruit, Lemon Meringue, Chocolate Caramel, S'Mores, Chocolate Peanut Butter

DONUT BAR (priced per person)

8

50

Includes Tableside or Stationed Coffee Service

An assortment of Classic and Fancy Donuts, such as maple-bacon long johns, apple fritters, bismarcks with house-made fruit jelly, raised donuts with specialty toppings such as Butterfinger, toasted coconut, Nerds, etc.. The assortment changes daily, but is always delicious.

S'MORES BAR (priced per person)

10

Make your own Gourmet S'mores Bar

Guest will have everything they need to build their very own S'more and make it their own.

HOT CHOCOLATE BAR (priced per person)

10

Nicollet Island Inn Chocolate Chip Cookies

House Made Marshmallows

Chef's selections of Flavored Marshmallows (Vanilla, Chocolate, Caramel, Mint, Irish Cream)

Whipped Cream

Candied Toppings

(Chocolate Shavings, Peppermints, Caramel)

a \$2.50/person cake plating fee will be added to any outside vendor order

N

HOTEL • RESTAURANT • BAR -



CHILDREN'S MENU

\$20

For children 10 and under
One pre-selected children's menu per event.

Starter

Fruit Cup

Entrée:

All items come with Choice of Fries, Steamed Vegetables or side Salad

(Choose one)

Grilled Cheese

Buttered Noodles with Bread (no side choice)

Chicken Fingers with Ranch Dressing

Walleye Fingers with Tartar Sauce

Dessert:

Vanilla Ice Cream





BEVERAGES & SPIRITS

Standard or Premium Consumption Bar Service

Charges are based solely on what your guests consume. Charges from the bar are processed after the event.

Standard Beverage Packages to Include:

Bottled Beer: Domestic \$6: Import Beer \$7: Craft \$8

Domestic Beer: Miller Lite, Grain Belt Premium/Nordeast, Summit EPA

Import Beer: Stella Artois, Amstel Light, Guiness Craft Beer: Fulton Lonely Blond/Sweet Child of Vine

Spirits: \$8 Specialty Cocktails \$10

Vokda: Svedka Gin: Bartons Run: Bacardi, Captain Morgan Whiskey: Canadian Club Brandy: Korbel Scotch: Dewers Standard Wine and Assorted Sodas

Premium Beverage Packages to Include:

Everything stated above in the Standard Package... plus

Spirits: \$10 Specialty Cocktails: \$12

Vodka: Kettle One Gin: Bombay Sapphire

Whiskey: Crown Royal, Jack Daniels Scotch: Johnny Walker Red.

Premium Wine and Assorted Sodas

Wine Packages

Standard Wines: Grey Stone Chardonnay and Cabernet:

Premium Wines: Kim Crawford Sauvignon Blanc and Angeline Pinot Noir:

Ultimate Wines: Bordeaux Blanc Chateau de Sancerre and Newton Claret:

\$60/bottle

Platinum Wines: Chimney Rock Elevange Blanc' (\$90) and Chimney Rock Stag's Leap Cabernet (\$120)

Champagne: Cava, Segura Viudas Reserva Brut, Penedes Spain

Prosecco Toast: La Marca, Veneto, Italy

\$30/bottle
\$36/bottle

Day Meeting/Events Non-Alcoholic Beverage Packages:

Freshly Brewed Coffee, Assorted Herbal Teas, Cream and Sweeteners. Assorted Sodas, Flavored La Croix Sparkling Water, Lemonade, Iced Tea

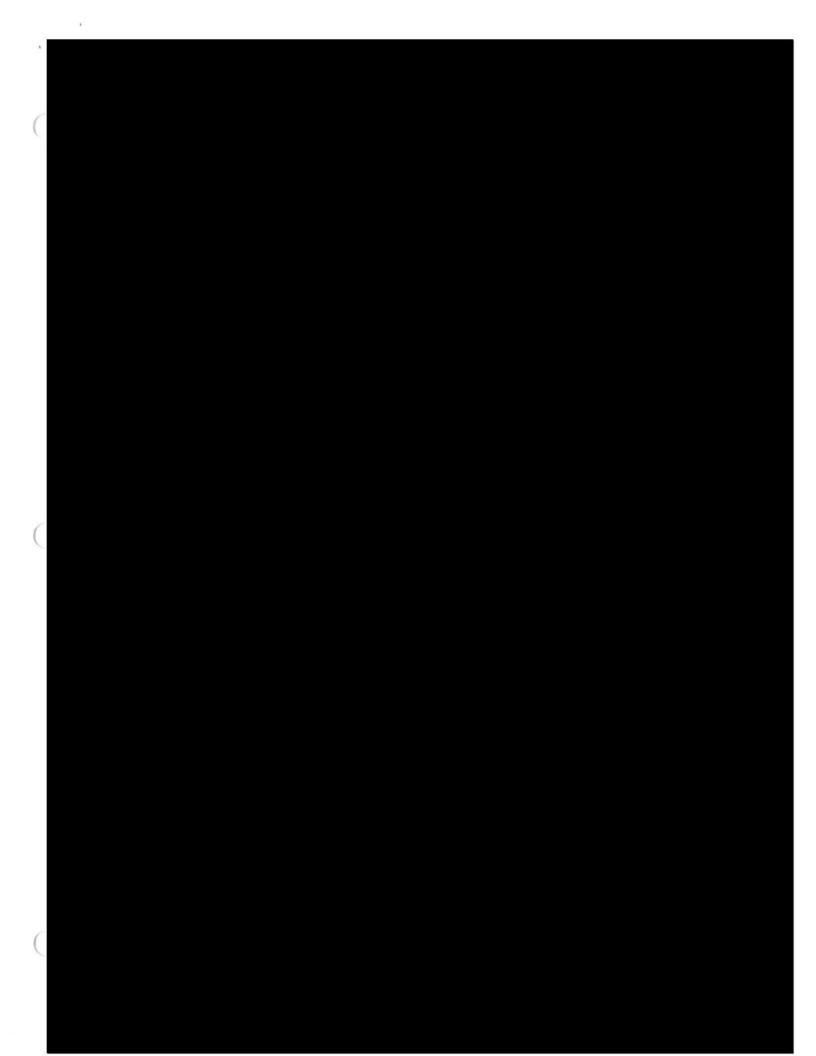
Non-Alcoholic Beverage Pricing:

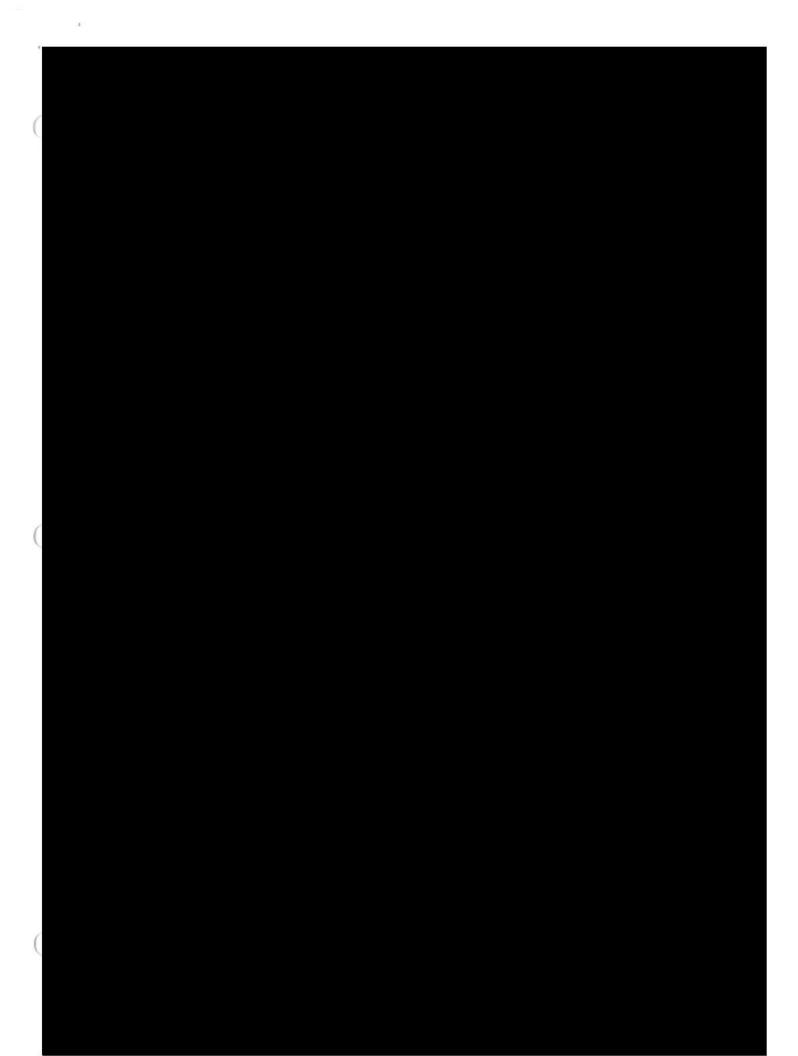
1 Hour = \$6 per person, 2 Hours = \$8 per person, 3 Hours = \$9 per person, 4 Hours = \$10 per person

All Day =\$14 per person



TAB G







.

27

Time	Room	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	50			6002-014 Legal Rsch & Writing A	6219-01 Evidence Zamoff	6219-01 Evidence Zamoff
	40			6002-021 Legal Rsch & Writing B	(8:35-10:00)	(8:35-10:00)
to	40	6005 Torts CD Roberts	6005 Torts CD Roberts	6002-011 Legal Rsch & Writing A	6005 Torts CD Roberts	1L Swing Block All Section
3:55	30	(8:35-10:00)	(8:35-10:00)		(8:35-10:00)	(8:00-10:00)
	20			6002-012 Legal Rsch & Writing A		1L Swing Block All Sectio (8:00-10:00)
	65	6005 Torts E McClanahan Lee (8:35-10:00)	6005 Torts E McClanahan Lee (8:35-10:00)	6005 Torts E McClanahan Lee (8:35-10:00)		
	55					
	45			6002-013 Legal Rsch & Writing A		
	35	6062/5062 Energy Law Klass (8:05-9:30)	6062/5062 Energy Law Klass (8:05-9:30)	6902-043 Legal Rsch & Writing D	7055-04 Civil Rts Mt Ct Pramas (8:00-8:55)	
	15	6102/5102 Mergers & Acquistions Hill (8:35-10)	6102/5102 Mergers & Acquistions Hill (8:35-10)	7055-01 Civil Rts Mt Ct Dworak (8:00-8:55)	6214/5214 Insurance Law Schwarcz (8:35-10:00)	6214/5214 Insurance Lav Schwarcz (8:35-10)
	N202			6002-022 Legal Rsch & Writing B	6002-051 Legal Rsch & Writing E	
	N204			6002-023 Legal Rsch & Writing B 6002-024 Legal Rsch & Writing B	6002-052 Legal Risch & Writing E 6002-053 Legal Risch & Writing E	
-	N209 471			6002-031 Legal Rsch & Writing C	6002-054 Legal Rsch & Writing E	
1	473			6902-032 Legal Rsch & Writing C	6002-061 Legal Rsch & Writing F	
1	475			6002-033 Legal Rsch & Writing C	6002-062 Legal Risch & Writing F	
	3	6402 Food & Drug Law Hall (8:35-10:00)	6402 Food & Drug Law Hall (8:35-10:00)	6002-034 Legal Rsch & Writing C		
	5	(6.55-10.00)	(6.33-10.00)	6002-041 Legal Rsch & Writing D	6002-063 Legal Rsch & Writing F	6627 Intl Tax Levinson Pearson (8:00-10:00)
1	7			6002-042 Legal Rsch & Writing D	6002-064 Legal Fisch & Writing F	
- 1	N203					
	262 170			6245 Interview Counsel Neg Thompson M9:05-10;W8-10		
1	180			6002-044 Legal Rsch & Writing D		
	25					
9:05	50			HOLD SSG CD	6219-01 Evidence Zamoff (8:35-10:00)	6219-01 Evidence Zamof
to	40	6001 Contracts AB Matheson (9:05-10:00)	6001 Contracts AB Matheson (9:05-10:00)	6001 Contracts AB Matheson (9:05-10:00)	6001 Contracts AB Matheson (9:05-10:00)	6886 Intl Hum Rts NiAola (9:05-12:10)
10:00	30	6005 Torts CD Roberts (8:35-10:00)	6005 Torts CD Roberts (8:35-10:00)	(5.05)10.00)	6005 Torts CD Roberts (8:35-10:00)	1L Swing Block All Section (8:00-10:00)
	20		6085 Criminal Procedure Reitz	6085 Criminal Procedure Reitz	HOLD SSG EF	1L Swing Block All Section (8:00-10:00)
	65	6005 Torts E McClanahan Lee (8:35-10:00)	6005 Torts E McClanahan Jee (8:35-10:00)	6005 Torts E McClanahan Lee (8:35-10:00)		
	55	6005 Torts F Kritzer (9:05-10:30)	6005 Torts F Kritzer (9:05-10:30)	6005 Torts F Kritzer (9:05-10:30)	HOLD SSG E or F	
1	45	6071 International Law	6071 International Law	6071 International Law		
1	35	Morrison 6062/5062 Energy Law Klass	Morrison 6062/5062 Energy Law Klass	Morrison HOLD SSG CD		
	33	(8:05-9:30) 6650 Advanced Admin Law	(8:05-9:30) 6650 Advanced Admin Law	- 1010 330 00		
		Hickman (9:40-11:05)	Hickman (9:40-11:05)			
Ī	15	6102/5102 Mergers &	6102/5102 Mergers &	1	6214/5214 Insurance Law	6214/5214 Insurance Lav
		Acquistions Hill (8:35-10)	Acquistions Hill (8:35-10)		Schwarcz (8:35-10:00)	Schwarcz (8:35-10)
-	N202					
ł	N204 N209					
	471				6831 Law Race & Social Psych Borgida (9:05-11:05)	
1	473			6104-02 Legal Writing II Spichinetsky (9:05-10:00)	6104-03 Legal Writing II Mulrooney (9:05-10:00)	
t	475					
	3	6402 Food & Drug Law Hall (8:35-10:00)	6402 Food & Drug Law Hall (8:35-10:00)			
[5					6627 Intl Tax Levinson Pearson (8:00-10:00)
	7					7040 CL: Cmty Mediation Chambers Zugay
	N203 262					
	170	6245 Interview Counsel Neg Thompson M9:05-10;W8-10		6245 Interview Counsel Neg Thompson M9:05-10;W8-10		6229 Crim Process Murra (9:05-12:05)
	180	20,110.20		20,,,5 20		
/25/2018	AND THE PROPERTY OF THE PARTY O	1	3000/5000 Undergrad Intro to	and the same of th	3000/5000 Undergrad Intro to	

Room	Monday	Tuesday	Wednesday	Thursday	Friday
50	6662 Prof Resp - Bus Painter	6662 Prof Resp - Bus Painter	6662 Prof Resp - Bus Painter		6249-01 Evidence Drfting Zamoff (w6219-01 only)
40	HOLD SSG CD	HOLD SSG CD		HOLD SSG AB	6886 Intl Hum Rts NiAola
30	HOLD SSG CD	HOLD SSG CD	6006 Civ Pro I CD McGeveran (MT 3.4:25: W 10:45-12:10)	6007 Con Law CD Hasday (10:45-12:10)	(9:05-12:10) 6007 Con Law CD Hasday (10:45-12:10)
9039000	6005 Torts AB Klass	6005 Torts A8 Klass			6083 First Amend: Speech
20000004	(10:45-12:10)	(10:45-12:10)	(10:45-12:10)	Kitrosser (10:10-11:35)	Kitrosser (10:10-11:35)
55	6005 Torts F Kritzer	6005 Torts F Kritzer	6005 Torts F Kritzer	HOLD SSG AB	
45	6605 Health Law Monahan (10:10-11:35)	6605 Health Law Monaham (10:10-11:35)	Mary Mary State Control of the Contr	6109 Cred Rem/Sec Trans Baillie (10:10-11:35)	6109 Cred Rem/Sec Trans Baillie (10:10-11:35)
35	6650 Advanced Admin Law Hickman (9:40-11:05)	6650 Advanced Admin Law Hickman (9:40-11:05)	*	HOLD SSG EF	
15					
	CATA TARRANIA	CAPA F. A Diversion State	5454 5 + November 54-1-		
	6151 Est Planning Stein	bisi Est Planning Stein	6151 Est Planning Stein		
471	6053 Analytical Methods Parisi (10:10-11:35)	6053 Analytical Methods Parisi (10:10-11:35)		6831 Law Race & Social Psych Borgida (9:05-11:05)	7000 CL: Civil Practice Sanderson Thomas (10:10 12:10)
473			6115 Civil Litigation Roen (10:10-12:10)	6837-03 Contract Drafting Fisher (10:10-12:10)	7015 CL: Employment Law Georgopoulos Sullivan (10:10-12:10)
475					(10.10-12.10)
3					
7					7040 CL: Cmty Mediation Chambers Zugay
N203					(9:05-12:10)
170			/-		6229 Crim Process Murra (9:05-12:05)
180		2000/5000 11 1 11 1	1	2000/5000	
25		Amer Law Shen (9:45-11)	4	Amer Law Shen (9:45-11)	
Room	Monday	Tuesday /	Wednesday	Thursday	Friday
50	6007 Con Law EF Marrison	6007 Con Law EF Morrison	6007 Con Law EF Morrison	HOLD SSG EF	
40	(11:15-12:10) 6051-02 BA/Corps Matheson	(11:15-12:10) 6051-02 BA/Corps Matheson	(11:15-12:10) 6051-02 BA/Corps Matheson	6051-02 BA/Corps Matheson	6886 Intl Hum Rts NiAola
30	HOLD SSG CD	HOLD 5SG CD	6006 Civ Pro I CD McGeveran (MT 3-4:25; W 10:45-12:10)	6007 Con Law CD Hasday (10:45-12:10)	(9:05-12:10) 6007 Con Law CD Hasday (10:45-12:10)
20	6005 Torts AB Klass	6005 Torts AB Klass	6005 Torts AB Klass	6083 First Amend: Speech	6083 First Amend: Speecl
53423	(10:45-12:10)	CONTRACTOR OF THE PROPERTY OF	(10:45-12:10)	(III)	Kitrosser (10:10-11:35)
65	and the contract of the contra	CONTRACTOR OF THE PARTY OF THE	NAME OF TAXABLE PARTY OF TAXABLE PARTY.	HOLD SSG EF	
65 55	6613/5613 Copyright Cotter HOLD SSG CD	6613/5613 Copyright Cotter HOLD SSG CD	6613/5613 Copyright Cotter	Company of the Compan	,
55 45	6613/5613 Copyright Cotter	6613/5613 Copyright Cotter	NAME OF TAXABLE PARTY OF TAXABLE PARTY.	Company of the Compan	6109 Cred Rem/Sec Trans Baillie (10:10-11:35)
55	6613/5613 Copyright Cotter HOLD SSG CD 6605 Health Law Monahan	6613/5613 Copyright Cotter HOLD SSG CD 6605 Health Law Mondhan	NAME OF TAXABLE PARTY OF TAXABLE PARTY.	HOLD SSG EF 6109 Cred Rem/Sec Trans	6109 Cred Rem/Sec Trans
35 45 35 15 N202	6613/5613 Copyright Cotter HOLD SSG CD 6605 Health Law Monahan (10:10-11:35) 6201 Land Use Planning	G613/5613 Copyright Cottler HDLD SSG CD G605 Health Law Monahan (10:10-11:35) G201 Land Use Planning	6613/5613 Copyright Cotter 6201 Land Use Planning	HOLD SSG EF 6109 Cred Rem/Sec Trans	6109 Cred Rem/Sec Trans
35 15 N202	6613/5613 Copyright Cotter HOLD SSG CD 6605 Health Law Monahan (10:10-11:35) 6201 Land Use Planning	G613/5613 Copyright Cottler HDLD SSG CD G605 Health Law Monahan (10:10-11:35) G201 Land Use Planning Burkhart	6613/5613 Copyright Cotter 6201 Land Use Planning Burkhart	HOLD SSG EF 6109 Cred Rem/Sec Trans	6109 Cred Rem/Sec Trans Baillie (10:10-11:35) 7000 CL: Civil Practice Sanderson Thomas (10:10
55 45 35 15 N202 N204 N209	6613/5613 Copyright Cotter HOLD SSG CD 6605 Health Law Monahan (10:10-11:35) 6201 Land Use Planning Burkhart 6053 Analytical Methods Parisi	6613/5613 Copyright Cotter HDLD SSG CD 6605 Health Law Monahan (10:10-11:35) 6201 Land Use Planning Burkhart 6053 Analytical Methods Paris	6613/5613 Copyright Cotter 6201 Land Use Planning Burkhart	HOLD SSG EF 6109 Cred Rem/Sec Trans	6109 Cred Rem/Sec Trans Baillie (10:10-11:35) 7000 CL: Civil Practice Sanderson Thomas (10:10 12:10) 7015 CL: Employment Law Georgopoulos Sullivan
55 45 35 15 N202 N204 N209 471	6613/5613 Copyright Cotter HOLD SSG CD 6605 Health Law Monahan (10:10-11:35) 6201 Land Use Planning Burkhart 6053 Analytical Methods Parisi	6613/5613 Copyright Cotter HDLD SSG CD 6605 Health Law Monahan (10:10-11:35) 6201 Land Use Planning Burkhart 6053 Analytical Methods Paris	6613/5613 Copyright Cotter 6201 Land Use Planning Burkhart 6115 Civil Litigation Roen	HOLD SSG EF 6109 Cred Rem/Sec Trans Baillie (10:10-11:35)	6109 Cred Rem/Sec Trans Baillie (10:10-11:35) 7000 CL: Civil Practice Sanderson Thomas (10:10 12:10) 7015 CL: Employment Lav
55 45 35 15 N202 N204 N209 471	6613/5613 Copyright Cotter HOLD SSG CD 6605 Health Law Monahan (10:10-11:35) 6201 Land Use Planning Burkhart 6053 Analytical Methods Parisi	6613/5613 Copyright Cotter HDLD SSG CD 6605 Health Law Monahan (10:10-11:35) 6201 Land Use Planning Burkhart 6053 Analytical Methods Paris	6613/5613 Copyright Cotter 6201 Land Use Planning Burkhart 6115 Civil Litigation Roen	HOLD SSG EF 6109 Cred Rem/Sec Trans Baillie (10:10-11:35)	6109 Cred Rem/Sec Trans Baillie (10:10-11:35) 7000 CL: Civil Practice Sanderson Thomas (10:10 12:10) 7015 CL: Employment Law Georgopoulos Sullivan
55 45 35 15 N202 N204 N209 471 473	6613/5613 Copyright Cotter HOLD SSG CD 6605 Health Law Monahan (10:10-11:35) 6201 Land Use Planning Burkhart 6053 Analytical Methods Parisi (10:10-11:35)	6613/5613 Copyright Cotter HDLD SSG CD 6605 Health Law Monahan (10:10-11:35) 6201 Land Use Planning Burkhart 6053 Analytical Methods Paris (10:10-11:35)	6201 Land Use Planning Burkhart 6115 Civil Litigation Roen (10:10-12:10)	HOLD SSG EF 6109 Cred Rem/Sec Trans Baillie (10:10-11:35)	6109 Cred Rem/Sec Trans Baillie (10:10-11:35) 7000 CL: Civil Practice Sanderson Thomas (10:10 12:10) 7015 CL: Employment Lat Georgopoulos Sullivan (10:10-12:10)
55 45 35 15 N202 N209 471 473 473	6613/5613 Copyright Cotter HOLD SSG CD 6605 Health Law Monahan (10:10-11:35) 6201 Land Use Planning Burkhart 6053 Analytical Methods Parisi (10:10-11:35)	6613/5613 Copyright Cotter HDLD SSG CD 6605 Health Law Monahan (10:10-11:35) 6201 Land Use Planning Burkhart 6053 Analytical Methods Paris (10:10-11:35)	6201 Land Use Planning Burkhart 6115 Civil Litigation Roen (10:10-12:10)	HOLD SSG EF 6109 Cred Rem/Sec Trans Baillie (10:10-11:35)	6109 Cred Rem/Sec Trans Baillie (10:10-11:35) 7000 CL: Civil Practice Sanderson Thomas (10:10 12:10) 7015 CL: Employment Law Georgopoulos Sullivan
	40 30 20 65 55 45 35 15 N202 N204 N209 471 473 475 3 5 7 N203 262 170 180 25 Room 50 40	40 HOLD SSG CD 40 HOLD SSG CD 30 HOLD SSG CD 20 6005 Torts AB Klass (10:45-12:10) 65 6200 Remedies Younger 55 6005 Torts F Kritzer (9:05-10:30) 45 6605 Health Law Monahan (10:10-11:35) 35 6650 Advanced Admin Law Hickman (9:40-11:05) 15 N202 N204 6151 Est Planning Stein N209 6053 Analytical Methods Parisi (10:10-11:35) 471 (10:10-11:35) 473 475 3 5 5 7 N203 262 170 180 25	HOLD SSG CD	HOLD SSG CD	HOLD SSG CD

Time	Room	Monday	Tuesday	Wednesday	Thursday	Friday
1:25	50	HOLD SSG AB or EF				
to	40	1L Swing Block ABEF (1:25-2:50)		6006 Civ Pro I EF Cox (1:25-2:50)	6006 Civ Pro I EF Cox (1:25-2:50)	6006 Civ Pro I EF Cox (1:25- 2:50)
2:20	30	6100/5100 Taxation I Hickman (1:25-2:50)	6100/5100 Taxation I Hickman (1:25-2:50)	HOLD SSG AB	6078/5078 Legis & Regultn Rozenshtein (1:25-2:50)	6078/5078 Legis & Reg Rozenshtein (1:25-2:50)
	20	6051-01/5051 BA/Corps McDonnell (1:25-2:40)	6051-01/5051 BA/Corps McDonnell (1:25-2:40)	6051-01/5051 BA/Corps McDonnell (1:25-2:40)		
	65	6153 Wills & Trusts Younger	6153 Wills & Trusts Younger	6153 Wills & Trusts Younger	6604 Family Law Hasday (Th 1:25-2:20;F 1:25-3:25)	6604 Family Law Hasday (Th 1:25-2:20;F 1:25-3:25)
	55	6001 Contracts C Gross (1:25-2:50)		6001 Contracts C Gross (1:25-2:50)	6001 Contracts C Gross (1:25-2:50)	6021-01 LL.M. Legal Writing Lundquist (T 4:05-6; F 1:25-2:20)
	45			HOLD SSG AB	6006 Civ Pro I B Clary (1:25-2:50)	6006 Civ Pro I B Clary (1:25-2:50)
	35			6001 Contracts D Schwarcz (1:25-2:50)	6001 Contracts D Schwarcz (1:25-2:50)	6001 Contracts D Schwarcz (1:25-2:50)
	15	6215 Env Law Karkkainen	6215 Env Law Karkkainen	6215 Env Law Karkkainen	6007 Con Law A Kitrosser (1:25 2:50)	6007 Con Law A Kitrosser (1:25-2:50)
	N202					
	N204					
-	N209 471					
	473					
	475	6911 Intl Commercial Arbitratn Klaas (1:25-3:25)				
	3	6219-02 Evidence Roen	6219-02 Evidence Roen	6219-02 Evidence Roen		
-	7		6872 Immigration Law Meili Myers (TTh 1:25-3:25)		6872 Immigration Law Meili Myers (TTh 1:25-3:25)	
1	N203					
	262					
	170					
	180 25		1L Foundations Hour			
	Other/not Mondale	7117 CL: Civil Rights Enforcement Brooker Samie Voss (12-2pm) dwtn Mpls	6030 Contemp Problems in Freedom of Spch Kirtley (TTh 1:00-2:15) Murphy 15		6030 Contemp Problems in Freedom of Spch Kirtley (TTh 1:00-2:15) Murphy 15	

Time	Room	Monday	Tuesday	Wednesday	Thursday	Friday
2:30	50	6006 Civ Pro I CD McGeveran (MT 3-4:25; W 10:45-12:10)	6006 Civ Pro I CD McGeveran (MT 3-4:25; W 10:45-12:10)			,
to						
3:25	40	1L Swing Block ABDEF (1:25-2:50)		6006 Civ Pro I EF Cox (1:25-2:50)	6006 Civ Pro I EF Cox (1:25-2:50)	6006 Civ Pro I EF Cox (1:25-2:50)
		6001 Contracts EF Chomsky (3:00-4:25)	6001 Contracts EF Chomsky (3:00-4:25)		6001 Contracts EF Chomsky (3:00-4:25)	
	30	6100/5100 Taxation I Hickman (1:25-2:50)	6100/5100 Taxation I Hickman (1:25-2:50)		6078/5078 Legis & Regultn Rozenshtein (1:25-2:50)	6078/5078 Legis & Reg Rozenshtein (1:25-2:50)
	20	6051-01/5051 BA/Corps McDonnell (1:25-2:40)	6051-01/5051 BA/Corps McDonnell (1:25-2:40)	6051-01/5051 BA/Corps McDonnell (1:25-2:40)		
	65		6039 Great Cases Stein (TTh 2:30-3:55)		6039 Great Cases Stein (TTh 2:30-3:55)	6604 Family Law Hasday (Th 1:25-2:20;F 1:25-3:25)
	55	6001 Contracts C Gross (1:25-2:50)		6001 Contracts C Gross (1:25-2:50)	6001 Contracts C Gross (1:25-2:50)	6021-02/03 LL.M. Legal Writing Lundquist (W/Th
		6006 Civ Pro I A Zamoff (3:00- 4:25)	6006 Civ Pro I A Zamoff (3:00- 4:25)		6006 Civ Pro I A Zamoff (3:00- 4:25)	4:05-6; F 2:30-3:25)
	45				6006 Civ Pro I B Clary (1:25-2:50)	6006 Civ Pro I B Clary (1:25-2:50)
		(3:00-4:25)	6007 Con Law 8 Schultz (3:00- 4:25)		6007 Con Law B Schultz (3:00- 4:25)	
	35			6001 Contracts D Schwarcz (1:25-2:50)	6001 Contracts D Schwarcz (1:25-2:50)	6001 Contracts D Schward (1:25-2:50)
	15	6213 Real Estate Trans Burkhart	6213 Real Estate Trans Burkhart	6213 Real Estate Trans Burkhart	6007 Con Law A Kitrosser (1:25 2:50)	6007 Con Law A Kitrosser (1:25-2:50)
	N202					
	N204		6853 Law, Biomed & Bioethics Wolf (2:30-5:30)			
	N209					
	471					
	473					
	475	6911 Intl Commercial Arbitratn Klaas (1:25-3:25)			6104-04 Legal Writing II Moskowitz (2:30-3:25)	
	3	6224/5224 Patents Cotter	6224/5224 Patents Cotter	6224/5224 Patents Cotter		
	5		6208 Local Govt Orfield (2:30- 3:55)		6208 Local Govt Orfield (2:30- 3:55)	
	7		6872 Immigration Law Meili Myers (TTh 1:25-3:25)		6872 Immigration Law Meili Myers (TTh 1:25-3:25)	
	N203					
	262 170					
	180					
	25				<u> </u>	
	Other/not					

Time	Room	Monday	Tuesday	Wednesday	Thursday	Friday
/IW :35	50	6006 Civ Pro I CD McGeveran (MT 3:4:25; W 10:45-12:10)	6006 Civ Pro I CD McGeveran (MT 3-4:25; W 10:45-12:10)			
0	40	6001 Contracts EF Chomsky (3:00-4:25)	60D1 Contracts EF Chomsky (3:00-4:25)		6001 Contracts EF Chomsky (3:00-4:25)	***************************************
:30	30					
ThF	20			7008(7009) CL: Insurance Law Allyn (3:35-5:30)		
:05 o	65	6851 Practice Ready Legal Rsch Martineau (3:35-5:30)	6021-01 LL.M. Legal Writing Lundquist (T 4:05-6; F 1:25- 2:20)	6021-02 LL.M. Legal Writing Lundquist (W 4:05-6; F 2:30- 3:25)	6021-03 LL.M. Legal Writing Lundquist (Th 4:05-6; F 2:30- 3:25)	
:00	55	6006 Civ Pro I A Zamoff (3:00-4:25)	6006 Civ Pro I A Zamoff (3:00- 4:25)	7400 CL: Human Rts Litigation Green (3:35-5:30)	6006 Civ Pro I A Zamoff (3:00- 4:25)	
	45	6006 Civ Pro I B Clary (3:00-4:25)	6007 Con Law 8 Schultz (3:00- 4:25)	7950 CL: Tax C.Smith (3:35-5:30)	6007 Con Law 8 Schultz (3:00- 4:25)	
	35	5026/6926 IP & Tech Prosem Turoski (4:05-5:35)	6243/5243 Patent Research & Writing Turoski (4:05-6)	6231/5231 Patent Pros I S.Shumaker Sieffert (3:35-5:30)	6859 Conflict Resolution Showers (4:05-6:00)	
	15	6837-01 Contract Drafting Trevarthen (3:35-5:30)		7010 CL: Innocence Clinic Jonas (3:35-5:30)	6702 Legal History Workshop Blumenthal (4:05-6:00)	
	N202	6718 Immigration & Crim Law Chan (3:35-5:30)	7092(7093) CL: Bankruptcy Wilcox Cutler (4:05-6:00)	7675 CL: Child Adv Moriearty Sanderson (3:35-5:30)		
	N204	6025 Wrongful Convictions Jonas (3:35-5:30)	6853 Law, Biomed & Bioethics Wolf (2:30-5:30)	7420 CL: Family Law Thomas (3:35-5:30)	6896 Law & Artificial Intell Shen (4:05-6:00)	
	N209	6880 Campaign Finance & Election Law Schultz (3:35-5:30)	6837-02 Contract Drafting Powell Willardson (4:05-6:00)	7030(7031) CL: Consumer Protectn Cox (W3:35-5:30; Th4:05-6)	7030(7031) CL: Consumer Protectn Cox (W3:35-5:30; Th4:05-6)	
	471	6918 S: Rule of Law Stein (3:35 5:30)	6113 Construction Law Champlin (4:05-6:00)	6023 LLM Contract Drafting Winder (3:35-5:30)	6871 Visual Advocacy TBD (4:05-5:00; 1cr)	
	473	6807 Coops & Collective Entrepreneurship Boland Kopka Swanson (5:45-9:00) (half semester; ends Oct 29)	6834 Fed Habeas Corpus P.Thompson TBD (4:05-6:00)	7750 CL: Cmty Lgl Partnrshp for Health Flint (3:35-5:30)	6227 Product Liability Dornik TBD (4:05-6:00)	
	475	6897 Game Theory Parisi (3:35 5:30)	6874 Politics of Legal Policy Kritzer (4:05-6:00)	7842 CL: Immig & Hum Rts Meili Good (3:35-5:30)	6814 RICO Grell (4:05-6:00)	
	3	7860 CL: Business Law TBD (MW 3:35-5:30)	6223 Poverty Law II Bogucki & McDonough (4:05-7:00)	7860 CL: Business Law TBD (MW 3:35-5:30)	7088 CL: IP & Entreprenuer Goter (4:05-6:00)	
	5	6881 Comparative Laws Guyot (3:35-5:30)	6106 Federal Tax Procdr C.Smith (4:05-6:00)	7844 CL: Detainee Rts Chan Jefferies (3:35-5:30)	6858 Prin of Corp Governance Knapp (4:05-6:00)	
	7	6873 Nonprofit Law Topp (3:35-5:30)	6922 Business Law Conc Prosem McDonnell (4:05-5:00)	7042(7043) CL: Fed Immig Lit Casper Taeuber (3:35-5:30)	7012(7013) CL: Env & Energy Law Anderson Lee (4:05-6)	
	N30	6716 S: Magna Carta Howland Greenwood (3:35-5:30)				
	N203			7098 CL: ICWA S.Smith (3:35-5:30)		
	262				6618-03 Trial Practice	
	170				Peterson Johnson (5-7:50)	
	180	7500(7501) CL: Criminal Defense Moriarty (MW 3:35-5:30)		7500(7501) CL: Criminal Defense Moriarty (MW 3:35-5:30)		

4/25/2018 5 of 6

Time	Room	Monday	Tuesday	Wednesday	Thursday	Friday
6:10	50					
0.10	40 30					
to	20					
	65					
9:00		6667 Prof Resp - Legal		6667 Prof Resp - Legal		
	55	Malpractice Lundberg	1	Malpractice Lundberg	I .	
		Gephardt (MW 6:10-7:35)	1	Gephardt (MW 6:10-7:35)	1	
			7025 NAAC/ABA Comp	7055-02 Civil Rts Mt Ct Tool		
	45	1	Pennington (6:00-7:00)	(6:00-6:55)		
		5350/5350 Datast Date !!		7055-03 Civil Rts Mt Ct Neve		
	35	6250/5250 Patent Portfolio	5002 MSPL Legal Rsch &		l .	
		Mgmt Jonas Kraus (6:10-8)	Writing Soper 1cr (6:10-7)	(6:00-6:55)		
	15					
	NSOS					
	N304					
	471		6801 Death Penalty			
		1	McLaughlin Wells	1		
			(6:10-8:05)			
	472					
	475		C222 C			
	3		6223 Poverty Law II Bogucki & McDonough (4:05-7:00)			
	5		7085 Intellectual Property			
	188	1	Moot Court Wessels Christian			
			(6:35-8:35)			
	7					
	N203 262					
	170	6618-01 Trial Practice Burke	6618-02 Trial Practice Reilly		6618-03 Trial Practice	
		(6:10-9:00)	(6:10-9:00)		Peterson Johnson (5-7:50)	
		(0.10 3.00)	(0.10-5.00)			
	180		1	I	7550 CL: Misdemeanor Pros	
					TBD (6:10-8:05)	
	25		-	CASO Education Balland - II		
	Other/not		1	6159 Education Policy Kelley		
	Mondale			(6:00-8:45) @ HHH		

Other courses with time to be arranged:

Clinics without meetings:

7001 CL: Civil Practice Directors - no regular meeting time in fall

7041 CL: Community Mediation Directors - no regular meeting time in fall

7099 CL: Indian Child Welfare Directors - no regular meeting time in fall

7401 CL: Human Rights Litigation and Intl Legal Advocacy Directors - no regular meeting time in fall

7421 CL: Family Law Directors - no regular meeting time in fall

7676 CL: Child Advocacy Directors - no regular meeting time in fall

7751 CL: Community Legal Partnership for Health Directors - no regular meeting time in fall

7843 CL: Immigration Law Directors - no regular meeting time in fall

7845 CL: Detainee Rights Directors - no regular meeting time in fall

7951 CL: Tax Directors - no regular meeting time in fall

Field Placements and Externships without meetings:

6057 Judicial Externship w/ Prof Chomsky

6066/6067 MN Law Public Interest Residency Program w/ Prof Furst

7621 Immigration Field Placement w/ Profs CasperSanchez & Mayell

7623 Public Interest Field Placement w/ Prof Furst

7632 Human Rights Law Field Placement w/ Prof Lyons

7640 MN Remote Semester w/ Prof Furst, 10 credits

Introductory courses beginning in August:

5001 Introduction to the American Legal System w/ Prof Landsman (Aug-Sept)

6020 LLM Intro to American Law w/ Prof Delapena, 8/9-8/30 M-F 8:45am-4:00pm & 9/13 Th 12:15-1:15pm

Not in lottery but may be added for Fall semester:

6076/5076 Essentials of Business w/ Profs Meyer & TBD, day/time TBD

Other

6104-001 Legal Writing II M 12:15-1:10pm w/ Prof Ryan Gallia

7003 Legal Writing Student Instructors w/ Prof Soper -W 8-8:55 or Th 8-8:55 as assigned by the program

7004 Student Structured Study Group w/ Profs Chomsky, Keyes, Noonan - meeting day/time TBD

7026 NAAC/ABA Directors arranged

7028 Thurgood Marchall Comp Team w/ Profs Samie Saxena

7035(7036) Environmental Law Moot Court w/ Prof Adkins, W 12:15-1:10pm

(7056,7057) Civil Rights/Civil Liberties Moot Court (Dirs) w/ Prof Soper - arranged

7065(7066,7067,7068) National Moot Court w/ Profs Hardwick, Leiendecker

7075,7076 (7077,7078) Intl Moot Court w/ Prof - day/time TBD

7079 Intl Commercial Arbitration Comp Team w/ Prof Larson - arranged

(7086,7087) Intellectual Property Moot Court (Comp Team/Dirs) w/ Profs Wessels, Christian - arranged

(7097) William E. McGee National Civil Rights Moot Court Competition Team w/ Prof Soper - arranged

TAB H

TAB I

- · American Constitution Society For Law and Policy (ACS)- MN Chapter
- Amnesty International Legal Support Network (Amnesty)
- Asian Pacific American Law Student Association (APALSA)
- Asylum Law Project (ALP)
- Black Law Students Association (BLSA)
- Business Law Association (BLA)
- · Christian Legal Society (CLS)
- Criminal Justice League (CJL)
- Environmental & Energy Law Society (EELS)
- Federal Bar Association (FBA)
- · Federalist Society (FedSoc)
- Fighting Mondales Ice Hockey Club
- Gamma Eta Gamma Law House (Gamma House)
- Health Law & Bioethics Association (HLBA)
- Human Rights Advocacy Project (HRAP)
- If/When/How: Lawyering for Reproductive Justice (If/When/How)
- International Law Society (ILS)
- Jewish Law Students Association (JLSA)
- Latino Law Students Association (LLSA)
- Law Council (LC)
- Law School Armed Forces Association (LSAFA)
- Law School Democrats (Law Dems)
- Law Students for Reproductive Justice (LSRJ)
- Litigation and Trial Advocacy Group (LTAG)
- Minnesota Justice Foundation (MJF) Student Chapter
- Muslim Law Students Association (MLSA)
- Native American Law Student Association (NALSA)
- National Lawyers Guild (NLG)
- OutLaw
- Phi Alpha Delta (PAD)
- Saint Thomas More Real Catholic Club and Pre-Saint Society (St. Thomas More)
- South Asian Law Students Association (SALSA)
- Student Employment and Labor Law Association (SELLA)
- Student Intellectual Property Law Association (SIPLA)
- Theatre of the Relatively Talentless (T.O.R.T.)
- Voices for Immigration Student Association (VISA)
- West Bank Brewing Association (WBBA)
- Women's Law Student Association (WLSA)

TAB J

Studio Nine Floral c/o Richard Peterson 119 Larpenteur Ave. East Maplewood, MN 55117

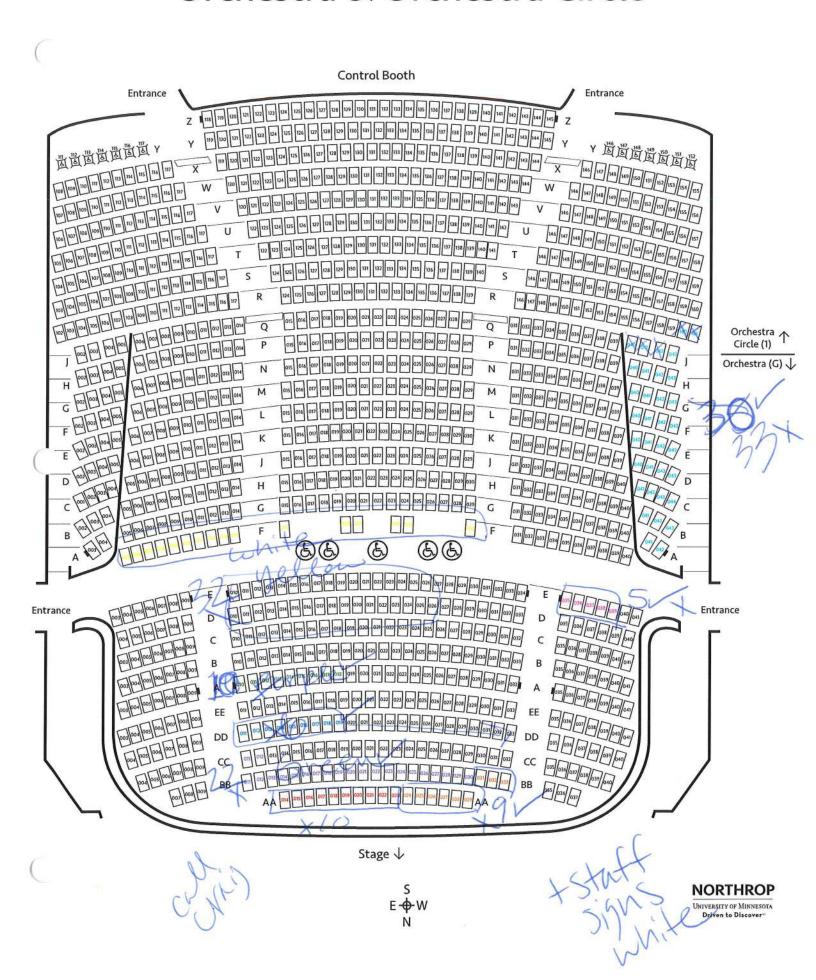
Studio9floral@aol.com 612.599.5646 Richard/Owner 612.599.6030 Andy/ Designer

Law School Event Laura Walton lwalton@umn.edu

October 16, 2018 Northrup Auditorium

Plant Rental:	2 (two) Large bamboo palms @ \$ 50.00 ea.	\$	100.00
Plant Rental:	2 (two) Large Dracena Marginata @ \$ 25.00 ea.	\$	50,00
Plant Rental:	2 (two) Peace Lilies @ \$ 15.00 ea.	\$	30.00
Plant Rental:	2 (two) Medium Dracena Marginata Lime @ \$ 15.00ea.	\$	30.00
Plant Rental:	2 (two) Ferns @ \$ 10.00 ea.	\$	20.00
		36	
Subtotal:		\$	230.00
Delivery:		\$	10.00
Total:		\$	240.00

Orchestra & Orchestra Circle



The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States Tuesday, October 16, 2018

Reserved Seating List

All seats should remain reserved until the lecture begins at 4pm.

Stein Family & Vice President Walter Mondale - Row AA 014-023



10. Vice President Walter Mondale

Note: Vice President Mondale and Justice David Lillehaug are attending the dinner together. They may want to sit together. Justice Lillehaug has a reserved seat in the Minnesota Supreme Court section right next to Vice President Mondale.

University Leadership – Row E 035-039

- 1. Dean Garry Jenkins
- 2. President Eric Kaler
- Karen Kaler
- Provost Karen Hanson
- 5. Dennis Senchuk (husband of Karen Hanson)

Minnesota Supreme Court – Row AA 024-029 & Row BB 031-033

- 1. Chief Justice Lorie Gildea
- 2. Justice Christopher Dietzen
- 3. Justice David Lillehaug
- 4. Justice G. Barry Anderson
- 5. Louise H. Anderson (Wife of Justice Anderson)
- 6. Justice Natalie Hudson
- 7. Justice Margaret Chutich
- 8. Justice Anne McKeig
- 9. Justice Paul Thissen

Chief Justice Roberts' Guests





Additional Guests - Row DD 011-019

- 1. Elizabeth Graber Bentley
- 2. Andrew Bentley
- 3. Alexander Chiquoine
- 4. Serena Chiquoine
- 5. Ana Pottratz Acosta
- 6. Flavio Acosta
- 7. George W. Soule (waiting on confirmation from Shelly Snook)
- 8. Lisa McDonald (waiting on confirmation from Shelly Snook)
- 9. and Melissa Stull (waiting on confirmation from Shelly Snook)

ECMC - Row CC 011-012 & Row BB 011-030

- 1. John DePodesta
- 2. Jim McKeon
- 3. Dr. Maurice Salter
- 4. Jasha Salter
- 5. Jack O'Connell
- 6. Kevin Gordon
- 7. K. Paul Singh
- 8. Diana Ingram
- 9. Roberta Ramo
- 10. Brian Boardman
- 11. Sarah Strehl
- 12. Martin Scanlon
- 13. Jeremy Wheaton
- 14. Hunter Wheaton
- 15. Dan Fisher (Dan is supposed to arrive early. Ask him if there were any cancellations.)
- 16. Joshua Slayton
- 17. Iris Cumberbatch
- 18. Heidi Johnson
- 19. Jan Hines
- 20. Gregory Van Guilder
- 21. Adam Trampe
- 22. Rahoul Ghose

Press - 35 seats

Row A 041-042

Row B 041-043

Row C 041-044

Row D 040-043

Row E 040-043

Row F 040-043

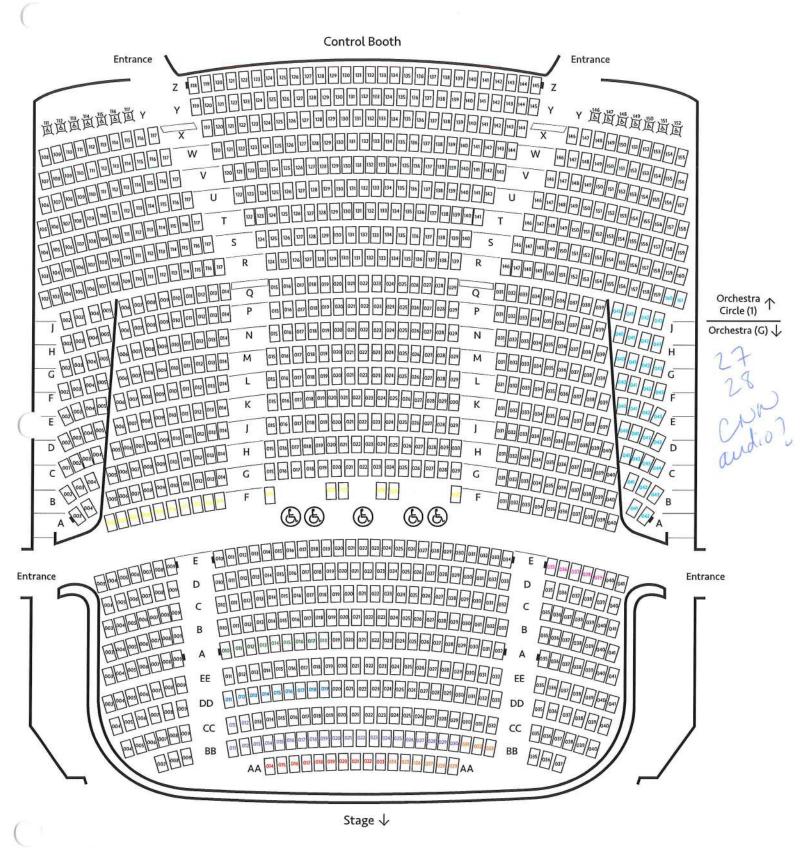
Row G 040-043

toping captioning

Row H 040-043 Row J 040-043 Row R 160-161

Wheelchair and disability seating – 16 seats Row F 005-030

Orchestra & Orchestra Circle







The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States Tuesday, October 16, 2018

Reserved Seating List

All seats should remain reserved until the lecture begins at 4pm.

Stein Family & Vice President Walter Mondale - Row AA 014-023



10. Vice President Walter Mondale

Note: Vice President Mondale and Justice David Lillehaug are attending the dinner together. They may want to sit together. Justice Lillehaug has a reserved seat in the Minnesota Supreme Court section right next to Vice President Mondale.

University Leadership - Row E 035-039

- Dean Garry Jenkins
- 2. President Eric Kaler
- Karen Kaler
- 4. Provost Karen Hanson
- 5. Dennis Senchuk (husband of Karen Hanson)

Minnesota Supreme Court - Row AA 024-029 & Row BB 031-033

- 1. Chief Justice Lorie Gildea
- 2. Justice Christopher Dietzen
- 3. Justice David Lillehaug
- 4. Justice G. Barry Anderson
- 5. Louise H. Anderson (Wife of Justice Anderson)
- 6. Justice Natalie Hudson
- 7. Justice Margaret Chutich
- 8. Justice Anne McKeig
- 9. Justice Paul Thissen

Chief Justice Roberts' Guests





Additional Guests - Row DD 011-019

- 1. Elizabeth Graber Bentley
- Andrew Bentley
- 3. Alexander Chiquoine
- 4. Serena Chiquoine
- 5. Ana Pottratz Acosta
- 6. Flavio Acosta
- 7. George W. Soule (waiting on confirmation from Shelly Snook)
- 8. Lisa McDonald (waiting on confirmation from Shelly Snook)
- 9. and Melissa Stull (waiting on confirmation from Shelly Snook)

ECMC - Row CC 011-012 & Row BB 011-030

- 1. John DePodesta
- 2. Jim McKeon
- 3. Dr. Maurice Salter
- 4. Jasha Salter
- 5. Jack O'Connell
- 6. Kevin Gordon
- 7. K. Paul Singh
- 8. Diana Ingram
- 9. Roberta Ramo
- 10. Brian Boardman
- 11. Sarah Strehl
- 12. Martin Scanlon
- 13. Jeremy Wheaton
- 14. Hunter Wheaton
- 15. Dan Fisher (Dan is supposed to arrive early. Ask him if there were any cancellations.)
- 16. Joshua Slayton
- 17. Iris Cumberbatch
- 18. Heidi Johnson
- 19. Jan Hines
- 20. Gregory Van Guilder21. Adam Trampe
- 22. Rahoul Ghose

Press - 35 seats

Row A 041-042

Row B 041-043

Row C 041-044

Row D 040-043

Row E 040-043

Row F 040-043

Row G 040-043

Row H 040-043 Row J 040-043 Row R 160-161

Wheelchair and disability seating – 16 seats Row F 005-030



arking Reservation

1 message

parking@umn.edu <parking@umn.edu>

To: lwalton@umn.edu

Fri, Oct 12, 2018 at 11:48 AM

Reservation Change Confirmation

Department

LAW SCHOOL

Contact Person: Laura Walton

Telephone:

+1 612-624-1885

E-Mail Address:

lwalton@umn.edu

Function:

2018 Stein Lecture

Attendees:

(Optional)

Stein, Robert

Stein, Sandra Stein, Karin

Stein, Laura Walton, Laura

Date: Tue 10/16/18

Number of Vehicles: 5

Facility: CHURCH STREET GARAGE

Arrival Time: 02:45 PM

Departure Time:09:30 PM

Estimated Charges: \$55.91

Fund:

1701

DeptID:

10806

Account: Program: 720609

Business Unit:

20237

Project Id:

Activity: Chart 1:

UMF0009060

Chart 2: EmplID: Budget:

If there are corrections or changes to any of the reservation information above, please log in and edit your reservation at http://www.pts.umn.edu/forms/reserveform. Please remember: changes must be made by the original person making the reservation and all changes must be completed by noon at least one business day prior to the reservation date.

NEW: View your monthly departmental bills from Parking and Transportation Services online at http://www.eStatement.umn.edu. Paper statements will be discontinued as of March 31, 2005.

TERMS AND CONDITIONS:

- · A parking space will be held for a maximum of one hour after the scheduled arrival time.
- Reservation parking does not allow in-and-out privileges.
- An administrative fee of \$1.00 per space reserved will be charged in addition to the facility fee.
- Billing will be based on the number of reservations. This fee will be adjusted if the actual number of vehicles parked exceeds the reservation.
- Parking and Transportation Services is not responsible for any abuse, misuse, or fraudulent charges to the reservation system. Please keep your reservation confidential and inform only the individuals intending to park under the reservation.

 Rates are subject to change annually on July 1. Current rate information may be obtained online at http://www.pts.umn.edu/park/parkingrates. 					ne at	

TAB K



2117 West River Road N. Minneapolis, MN 55411 | 612.331.3938 | catering@surdyks.com

EVENT ORDER

Roberts Lecture Reception

Tuesday, October 16, 2018 at Northrop Memorial Hall & Atrium

Prepared for U Of M Law School 229 19th Ave S | Minneapolis, MN 55455

Laura Walton (612) 624-1885 | Iwalton@umn.edu

Surdyk's Catering Rep: Michelle Rash

Description	Start	End	Guests	Event Space
Reception	5:15 pm	6:15 pm	1200 (Pln)	Memorial Hall + Atrium
Site Name	Site	Address		
Northrop Memorial I	Hall & Atrium 84 C 5545		Minneapolis, MN	

Food/Service Items

Food/Service Items	Price	Qty	Total
Crosby Package / per person	3.00	1200	3,600.00
Assorted Cookies, Citrus Infused Ice Water, and Choice of Punch, Lemonade of	or Coffee		

- Assorted Cookies
- Punch
- Citrus H2O

LABOR INFORMATION

All labor is estimated and billed portal to portal. Client will be billed for actual time worked. 4 hour minimum per staff person. Minimum of 2 staff people per event.

10/10/2018 - 5:57:26 PM

Page 1 of 4

(1) Event Manager for 4 Hours	35.00	4	140.00
(3) Servers for 4 Hours	20.00	12	240.00
MISCELLANEOUS INFORMATION			
Black Stretch Linens for High Top Tables Black stretch buffet and bar linens are included with all event orders.	12.00	12	144.00
Black Conference Cloths For Check In Tables	28.00	3	84.00
Disposables Package Compostable Items to Include Cups and Napkins.	0.75	1200	900.00

Notes

SITE CONTACTS Laura Walton, U of M Law School

PURPOSE OF EVENT

Reception Following the Supreme Justice Roberts Lecture Hosted by the U of M Law School

VENDORS

None at This Time

NOTABLES

None at This Time

EVENT TIMELINE - TENTATIVE

3:15pm Surdyk's Staff Arrives to Northrop

4:00pm Lecture Begins in Auditorium

5:15pm Lecture Ends, Reception Begins in Memorial Hall & Atrium

6:15pm Reception Concludes, Guests Vacate

SET UP STYLE

Floor Plan to be Provided by Northrop

LINENS/TABLE SET

Surdyk's to Provide Black Stretch Linens for Buffet Tables & High Tops

Surdyk's Catering Planning Guidelines

Surdyk's Catering is excited to work with you on your event! Below are some of our policies and costs for your reference throughout the planning process. Please note all costs listed are before service charge and tax are applied.

LABOR

An 18% service charge is included in final total of all food, beverage and labor for full service catered events. Please note the service charge is taxable and is not considered a gratuity. Labor charges will also apply to your event dependent on your event's needs. Labor charges are estimated and based on the length of the event (to include set up and teardown timing) plus the estimated guest count. The client will be billed for the actual time worked. Labor charges are as follows:

Event Manager: \$35.00 Per Hour Service Staff: \$20.00 Per Hour Bartenders: \$20.00 Per Hour Chefs: \$30.00 Per Hour

SERVICE WARE

In order to make your event a complete success we will need to bring in the best quality wares and items needed to execute your event. To make this process easier for you we have put together packages that include all table ware items you will need.

BAR SET UP

We offer unique bar packages that we hope you will try! Please keep in mind that a \$150.00 bar set up charge will apply if the bar does not meet a \$500.00 minimum.

CAKE CUTTING

Our chefs produce delicious desserts; however, if you decide to bring in your own cake you can. We are happy to cut and plate the cake for you at a \$1.50 per person fee. All cakes must be brought in by a licensed cake vendor.

LATE CHANGE

We understand that things can change as your event date nears. If there are changes to the event such as a guest count increase or changes in the menu within 3 business days prior to the event a \$150.00 late change charge may apply. This cost will be added to your final invoice. Please note once your final guest count has been submitted that count cannot be decreased.

CANCELLATION POLICY

Hopefully we won't have to cancel your event but we know that situations arise and a cancellation may be unavoidable. In those cases, the following policies apply:

Full Service Events: Deposits are non-refundable. In the event of a cancellation less than 3 weeks prior to the event, entire payment is non-refundable. If final payment has not been submitted, client will be invoiced for balance and charged 10% late payment charge if payment is not received by deadline as determined in contract.

Full Service Event Booking Process

After you have reviewed your full service catering proposal and/or have also done a tasting and are ready to book Surdyk's Catering please review the following:

Please contact your Surdyk's Catering sales representative to let them know you want to book as soon as you can so that way we can send you paperwork to begin to get the date reserved for you. When you are ready to book we will send you a contract and timeline for signature and deposit due one week from the date the contract and timeline were sent. Once you have submitted the signed contract and timeline along with the deposit then you will be officially booked with Surdyk's Catering. Please note Surdyk's Catering capacity is limited so if a date fills up we cannot guarantee availability for your event. If you are on hold and another client wants to book your spot we will alert you via email and give you a 24 hour first right of refusal notice (your sales person will explain that process to you if that happens). We will do our best to follow up with you as we hold your date but please note if we do not hear from you after numerous follow ups

your hold will be removed. For any additional questions on this process please contact your Surdyk's Catering sales representative.

If you have questions about our planning guidelines feel free to contact us at 612-331-3938 or $_{\rm 1}$ catering@surdyks.com . $^{\rm L}$

*Surdyk's Policy, following food safety regulations, states that buffet food is intended to be eaten on site. No remaining food shall be taken to go. Thanks for helping us ensure the quality and safety of our service.

Subtotal	5,108.00 Paid	0.00	Pay Method	Card Number	
Tax (8.025%)	376.88 Balance	6,404.32	Card Type	Expires	
Serv Chg (18%	919.44		Card Holder		
Total Value	6,404.32		Signature		

Client Signature

ate

Thank you for your interest in Surdyk's Catering! We look forward to working with you.

Please note the following policies:

Cancellation - Drop Off Orders

In the event of a cancellation less than one week in advance, 50% of the order is refundable. Orders canceled less than 48 hours in advance are not eligible for a refund.

Cancellation - Serviced Events

Deposits are non-refundable. In the event of a cancellation less than 3 weeks in advance, entire payment is non-refundable. If final payment has not been submitted at this point, client will be invoiced for balance.

Late Change Fee - Serviced Events

A fee of \$150 will be applied to all serviced events with changes or increases [that we are able to accommodate] less than 3 days before the event.

If you have any questions about your order, please contact us at **612.331.3938** or at **catering@surdyks.com**

SURDYK'S CATERING CONTRACT

The following catering agreement is hereby entered into by:
Laura Walton of U Of M Law School, hereinafter referred to as "Client"

AND

Surdyk's Catering, hereinafter referred to as "Caterer"

Client and Caterer agree as follows:

TERM: Client and Caterer agree that this Catering Agreement between parties is for catering service that shall commence on Tuesday, October 16, 2018 at 5:15 pm and catering service shall continue until 6:15 pm on Tuesday, October 16, 2018. Said agreement may be extended and/or renewed by agreement of all parties in writing thereafter.

EVENT DETAILS

Date of Event: Tuesday, October 16, 2018

Guest Arrival: 5:15 pm Guest Vacate: 6:15 pm

Location: Northrop Memorial Hall & Atrium | 84 Church St SE Minneapolis, MN 55455

Client Estimated Guest Count: 1200

All specific services to be provided are contained in the Event Order provided by Surdyk's Catering, and by this reference is incorporated into this binding agreement.

DEPOSITS: Client shall agree to pay a non-refundable deposit charge to secure the date of event. The Initial Deposit charge is calculated as: 20% of total on agreed upon estimate. Client agrees to an 20% Initial Deposit Charge of which will be posted as a line item on the final bill. The Initial Deposit is due on contract signing.

PREPAYMENT: Prepayment due to Caterer by Client shall be the total event contract costs, including state and local taxes where applicable, less the Deposit Charge. Client agrees to pay Caterer full balance due **no later than five business days prior** to the scheduled event, unless otherwise agreed upon by Client and Caterer in writing and attached to this contract.

GUARANTEED GUEST COUNTS: Client agrees to submit final guest count no later than five business days prior to the scheduled event. Client's agreement to hold the function(s) set out above is a material consideration for which Caterer enters into this agreement. It shall be Client's responsibility to notify Caterer of changes in the number of attendees with respect to any function. If no guarantee is received, the original number expected will be used as the guaranteed number of guests. Changes will be accepted by Caterer until 12:00 noon five business days prior to the function. Should the Client substantially reduce the number of anticipated attendees and/or cause any variance in contracted revenues for a given function, Caterer shall have the right to renegotiate charges to the client or to cancel the reservation(s) (with 90 day notice) hereby made without any liability to Caterer or its assigns. Caterer shall have the right to accept increases at its sole discretion. Caterer shall have the right to substitute product based on quality or availability.

ADDITIONAL SERVICES: Client agrees to pay for any and all additional services requested by Client, e.g. decorations, rental of facility, rental of equipment, refuse removal, etc. Additional services requested shall be included and added to the proposal. Verbal modification by Client the day of the event will be included on a settlement bill, if applicable.

DUTIES OF THE CATERER

- Caterer represents to Client that Surdyk's Catering is licensed with the City of Minneapolis and is in compliance with health department rules and regulations.
- Caterer maintains a general liability insurance policy and a liquor liability insurance policy as needed for each event.
- Caterer agrees to provide service to the Client for Term listed in paragraph 1 above. Service shall include preparation and service of the food items as specifically provided for in Attachment A.
 Caterer agrees to provide any and all additional services as requested and previously agreed upon by the Client and
- Caterer agrees to provide any and all additional services as requested and previously agreed upon by the Client and the Caterer. Caterer shall be responsible for initial payment of fees and deposits assessed by any rental of equipment or supplies obtained from an outside source or vendor offered by the Caterer. Caterer agrees to indemnify and hold Client harmless for payment of fees incurred to any rental agency the Caterer is utilizing.

DUTIES OF THE CLIENT

- Client agrees to provide suitable contracted facility for Caterer to perform duties required for the number of guests expected. Client agrees to arrange for, or personally provide access to said facility to accommodate the reasonable set up and preparation prior to the event. Client acknowledges responsibility for any and all liability arising for the rental of said facility that is not a direct result of the caterer's activities.
- Client acknowledges liability for any damage to the rental equipment used during the course of the event.
- Client agrees to full responsibility of all financial arrangements provided for above.
- Client agrees that a reversal on a credit card charge will not be allowed, and that if reversal does occur the Client is liable for 2 times the originally charged amount, as well as any chargeback fees and all other costs incurred by the caterer, including but not limited to, collection of the debt, bank charges, check charges, etc.

SERVICE CHARGE: An 18% service charge will be included in final billing on all food, beverage, rentals, labor, and miscellaneous charges. Service charge offsets administrative expenses, use of equipment, kitchen essentials, and energy costs. Service charge is taxable and is not considered a gratuity. Client may choose to offer a gratuity, which is nontaxable, for service and delivery staff.

DISCLAIMER: Surdyk's Catering may substitute ingredients based on availability.

ARBITRATION: Failure of either the Client or Caterer to comply with the agreements set forth in this Catering Agreement shall make the party liable for damages to the affected party. Any claim by either party for such damages shall be presented in writing to the other party within 15 days past the event date. Both parties agree to obtain an arbitrator or mediator should a dispute arise.

CANCELLATION POLICY:

<u>Full Service Events:</u> Deposits are non-refundable. In the event of a cancellation less than 3 weeks prior to the event, entire payment is non-refundable. If final payment has not been submitted, client will be invoiced for balance and charged 10% late payment charge if payment is not received by deadline as determined in contract.

<u>Non-Serviced Events:</u> Orders cancelled less than 48 hours in advance are non-refundable. In the event of a cancellation less than one week in advance, 50% of payment is non-refundable.

This Catering Contract is made and entered into on Wednesday, October 10, 2018 by and among Surdyk's Catering ("Caterer") and Laura Walton of U Of M Law School ("Client").

Client Signature	/8/11/17 Date
Surdyk's Catering Representative Signature	



2117 West River Road N. Minneapolis, MN 55411 | 612.331.3938 | catering@surdyks.com

EVENT ORDER

Roberts Lecture Reception

Tuesday, October 16, 2018 at Northrop Memorial Hall & Atrium

Prepared for U Of M Law School 229 19th Ave S | Minneapolis, MN 55455

Laura Walton (612) 624-1885 | Iwalton@umn.edu

Surdyk's Catering Rep: Michelle Rash

Description	Start	End	Guests	Event Space
Reception	5:15 pm	6:15 pm	1200 (Pln)	Memorial Hall + Atrium
Site Name	Site	Address		
Northrop Memorial H	lall & Atrium 84 C 5545		Minneapolis, MN	

Food/Service Items

Food/Service Items	Price	Qty	Total	
Crosby Package / per person	3.00	1200	3,600.00	
	E			

Assorted Cookies, Citrus Infused Ice Water, and Choice of Punch, Lemonade or Coffee

- Assorted Cookies
- Punch
- Citrus H2O

LABOR INFORMATION

All labor is estimated and billed portal to portal. Client will be billed for actual time worked. 4 hour minimum per staff person. Minimum of 2 staff people per event.

9/26/2018 - 3:31:54 PM

(1) Event Manager for 4 Hours	35.00	4	140.00
(3) Servers for 4 Hours	20.00	12	240.00
MISCELLANEOUS INFORMATION			
Black Stretch Linens for High Top Tables- ESTIMATED Black stretch buffet and bar linens are included with all event orders.	12.00	12	144.00
Disposables Package Compostable Items to Include Cups and Napkins.	0.75	1200	900.00

Notes

SITE CONTACTS Laura Walton, U of M Law School

PURPOSE OF EVENT

Reception Following the Supreme Justice Roberts Lecture Hosted by the U of M Law School

VENDORS

None at This Time

NOTABLES

None at This Time

EVENT TIMELINE - TENTATIVE

- 3:15pm Surdyk's Staff Arrives to Northrop
- 4:00pm Lecture Begins in Auditorium
- 5:15pm Lecture Ends, Reception Begins in Memorial Hall & Atrium
- 6:15pm Reception Concludes, Guests Vacate

SET UP STYLE

Floor Plan to be Provided by Northrop

LINENS/TABLE SET

Surdyk's to Provide Black Stretch Linens for Buffet Tables & High Tops

Surdyk's Catering Planning Guidelines

Surdyk's Catering is excited to work with you on your event! Below are some of our policies and costs for your reference throughout the planning process. Please note all costs listed are before service charge and tax are applied.

9/26/2018 - 3:31:54 PM

¬catering@surdyks.com . □

*Surdyk's Policy, following food safety regulations, states that buffet food is intended to be eaten on site. No remaining food shall be taken to go. Thanks for helping us ensure the quality and safety of our service.

Subtotal	5,024.00 Paid	0.00	Pay Method	Card Number
Tax (8.025%)	376.88 Balance	6,305.20	Card Type	Expires
Serv Chg (18%	904.32		Card Holder	
Total Value	6,305.20		Signature	

Client Signature Date \$1,266.73

Thank you for your interest in Surdyk's Catering! We look forward to working with you. Please note the following policies:

Cancellation - Drop Off Orders

In the event of a cancellation less than one week in advance, 50% of the order is refundable. Orders canceled less than 48 hours in advance are not eligible for a refund.

Cancellation - Serviced Events

Deposits are non-refundable. In the event of a cancellation less than 3 weeks in advance, entire payment is non-refundable. If final payment has not been submitted at this point, client will be invoiced for balance.

Late Change Fee - Serviced Events

A fee of \$150 will be applied to all serviced events with changes or increases [that we are able to accommodate] less than 3 days before the event.

If you have any questions about your order, please contact us at **612.331.3938** or at **catering@surdyks.com**

LABOR

An 18% service charge is included in final total of all food, beverage and labor for full service catered events. Please note the service charge is taxable and is not considered a gratuity. Labor charges will also apply to your event dependent on your event's needs. Labor charges are estimated and based on the length of the event (to include set up and teardown timing) plus the estimated guest count. The client will be billed for the actual time worked. Labor charges are as follows:

Event Manager: \$35.00 Per Hour Service Staff: \$20.00 Per Hour Bartenders: \$20.00 Per Hour Chefs: \$30.00 Per Hour

SERVICE WARE

In order to make your event a complete success we will need to bring in the best quality wares and items needed to execute your event. To make this process easier for you we have put together packages that include all table ware items you will need.

BAR SET UP

We offer unique bar packages that we hope you will try! Please keep in mind that a \$150.00 bar set up charge will apply if the bar does not meet a \$500.00 minimum.

CAKE CUTTING

Our chefs produce delicious desserts; however, if you decide to bring in your own cake you can. We are happy to cut and plate the cake for you at a \$1.50 per person fee. All cakes must be brought in by a licensed cake vendor.

LATE CHANGE

We understand that things can change as your event date nears. If there are changes to the event such as a guest count increase or changes in the menu within 3 business days prior to the event a \$150.00 late change charge may apply. This cost will be added to your final invoice. Please note once your final guest count has been submitted that count cannot be decreased.

CANCELLATION POLICY

Hopefully we won't have to cancel your event but we know that situations arise and a cancellation may be unavoidable. In those cases, the following policies apply:

Full Service Events: Deposits are non-refundable. In the event of a cancellation less than 3 weeks prior to the event, entire payment is non-refundable. If final payment has not been submitted, client will be invoiced for balance and charged 10% late payment charge if payment is not received by deadline as determined in contract.

Full Service Event Booking Process

After you have reviewed your full service catering proposal and/or have also done a tasting and are ready to book Surdyk's Catering please review the following:

Please contact your Surdyk's Catering sales representative to let them know you want to book as soon as you can so that way we can send you paperwork to begin to get the date reserved for you. When you are ready to book we will send you a contract and timeline for signature and deposit due one week from the date the contract and timeline were sent. Once you have submitted the signed contract and timeline along with the deposit then you will be officially booked with Surdyk's Catering. Please note Surdyk's Catering capacity is limited so if a date fills up we cannot guarantee availability for your event. If you are on hold and another client wants to book your spot we will alert you via email and give you a 24 hour first right of refusal notice (your sales person will explain that process to you if that happens). We will do our best to follow up with you as we hold your date but please note if we do not hear from you after numerous follow ups your hold will be removed. For any additional questions on this process please contact your Surdyk's Catering sales representative.

If you have questions about our planning guidelines feel free to contact us at 612-331-3938 or



2117 West River Road N. Minneapolis, MN 55411 | 612.331.3938 | catering@surdyks.com

EVENT ORDER

Roberts Lecture Reception

Tuesday, October 16, 2018 at Northrop Memorial Hall & Atrium

Prepared for U Of M Law School 229 19th Ave S | Minneapolis, MN 55455

Laura Walton (612) 624-1885 | Iwalton@umn.edu

Surdyk's Catering Rep: Michelle Rash

٧.	-	29		-
w	c		u	e

Description Reception

Start

End 5:15 pm 6:15 pm Guests 1200 (Pln) **Event Space**

Memorial Hall +

Atrium

Site Name

Site Address

Northrop Memorial Hall & Atrium 84 Church St SE, Minneapolis, MN

55455

Food/Service Items

Food/Service Items Crosby Package / per person Price 3.00

Qty 1200

Total 3,600.00

Assorted Cookies, Citrus Infused Ice Water, and Choice of Punch, Lemonade or Coffee

- Assorted Cookies
- Punch
- Citrus H2O

LABOR INFORMATION

All labor is estimated and billed portal to portal. Client will be billed for actual time worked. 4 hour minimum per staff person. Minimum of 2 staff people per event.

9/12/2018 - 11:15:10 AM

Page 1 of 4

(1) Event Manager for 4 Hours	35.00	4	140.00
(3) Servers for 4 Hours	20.00	12	240.00
MISCELLANEOUS INFORMATION			
Black Stretch Linens for High Top Tables- ESTIMATED Black stretch buffet and bar linens are included with all event orders.	12.00	12	144.00
Disposables Package Compostable Items to Include Cups and Napkins.	0.75	1200	900.00
			MIC

Notes

SITE CONTACTS Laura Walton, U of M Law School

PURPOSE OF EVENT

Reception Following the Supreme Justice Roberts Lecture Hosted by the U of M Law School

VENDORS

None at This Time

NOTABLES

None at This Time

EVENT TIMELINE - TENTATIVE

- 3:15pm Surdyk's Staff Arrives to Northrop
- 4:00pm Lecture Begins in Auditorium
- 5:15pm Lecture Ends, Reception Begins in Memorial Hall & Atrium
- 6:15pm Reception Concludes, Guests Vacate

SET UP STYLE

Floor Plan to be Provided by Northrop

LINENS/TABLE SET

Surdyk's to Provide Black Stretch Linens for Buffet Tables & High Tops

Surdyk's Catering Planning Guidelines

Surdyk's Catering is excited to work with you on your event! Below are some of our policies and costs for your reference throughout the planning process. Please note all costs listed are before service charge and tax are applied.

9/12/2018 - 11:15:10 AM

LABOR

An 18% service charge is included in final total of all food, beverage and labor for full service catered events. Please note the service charge is taxable and is not considered a gratuity. Labor charges will also apply to your event dependent on your event's needs. Labor charges are estimated and based on the length of the event (to include set up and teardown timing) plus the estimated guest count. The client will be billed for the actual time worked. Labor charges are as follows:

Event Manager: \$35.00 Per Hour Service Staff: \$20.00 Per Hour Bartenders: \$20.00 Per Hour Chefs: \$30.00 Per Hour

SERVICE WARE

In order to make your event a complete success we will need to bring in the best quality wares and items needed to execute your event. To make this process easier for you we have put together packages that include all table ware items you will need.

BAR SET UP

We offer unique bar packages that we hope you will try! Please keep in mind that a \$150.00 bar set up charge will apply if the bar does not meet a \$500.00 minimum.

CAKE CUTTING

Our chefs produce delicious desserts; however, if you decide to bring in your own cake you can. We are happy to cut and plate the cake for you at a \$1.50 per person fee. All cakes must be brought in by a licensed cake vendor.

LATE CHANGE

We understand that things can change as your event date nears. If there are changes to the event such as a guest count increase or changes in the menu within 3 business days prior to the event a \$150.00 late change charge may apply. This cost will be added to your final invoice. Please note once your final guest count has been submitted that count cannot be decreased.

CANCELLATION POLICY

Hopefully we won't have to cancel your event but we know that situations arise and a cancellation may be unavoidable. In those cases, the following policies apply:

Full Service Events: Deposits are non-refundable. In the event of a cancellation less than 3 weeks prior to the event, entire payment is non-refundable. If final payment has not been submitted, client will be invoiced for balance and charged 10% late payment charge if payment is not received by deadline as determined in contract.

Full Service Event Booking Process

After you have reviewed your full service catering proposal and/or have also done a tasting and are ready to book Surdyk's Catering please review the following:

Please contact your Surdyk's Catering sales representative to let them know you want to book as soon as you can so that way we can send you paperwork to begin to get the date reserved for you. When you are ready to book we will send you a contract and timeline for signature and deposit due one week from the date the contract and timeline were sent. Once you have submitted the signed contract and timeline along with the deposit then you will be officially booked with Surdyk's Catering. Please note Surdyk's Catering capacity is limited so if a date fills up we cannot guarantee availability for your event. If you are on hold and another client wants to book your spot we will alert you via email and give you a 24 hour first right of refusal notice (your sales person will explain that process to you if that happens). We will do our best to follow up with you as we hold your date but please note if we do not hear from you after numerous follow ups your hold will be removed. For any additional questions on this process please contact your Surdyk's Catering sales representative.

If you have questions about our planning quidelines feel free to contact us at 612-331-3938 or

catering@surdyks.com .L

*Surdyk's Policy, following food safety regulations, states that buffet food is intended to be eaten on site. No remaining food shall be taken to go. Thanks for helping us ensure the quality and safety of our service.

Subtotal	5,024.00 Paid	0.00	Pay Method	Card Number
Tax (8.025%)	376.88 Balance	6,305.20	Card Type	Expires
Serv Chg (18%	904.32		Card Holder	
Total Value	6,305.20		Signature	
otal Value	6,305.20		Signature	
		and the same of th		
 Client Signatur		Date		
Cheni Sianailir	6	Date		

Thank you for your interest in Surdyk's Catering! We look forward to working with you. Please note the following policies:

Cancellation - Drop Off Orders

In the event of a cancellation less than one week in advance, 50% of the order is refundable. Orders canceled less than 48 hours in advance are not eligible for a refund.

Cancellation - Serviced Events

Deposits are non-refundable. In the event of a cancellation less than 3 weeks in advance, entire payment is non-refundable. If final payment has not been submitted at this point, client will be invoiced for balance.

Late Change Fee - Serviced Events

A fee of \$150 will be applied to all serviced events with changes or increases [that we are able to accommodate] less than 3 days before the event.

If you have any questions about your order, please contact us at **612.331.3938** or at **catering@surdyks.com**



NORTHROP COMMENCEMENT MENU 2018

REFRESHMENT PACKAGES

Priced per guest

Crosby Package \$3/guest

Assorted Cookies
Citrus-Infused Water
Choice of Punch, Coffee, or Lemonade

Lindahl Package \$4/quest

Assorted Cookies, Bars, and Cupcakes Citrus-Infused Water Choice of Punch, Coffee, or Lemonade

Carlson Package \$5/guest

Assorted Cookies, Bars, and Cupcakes Fresh Fruit Skewers Citrus-Infused Water Choice of Punch, Coffee, or Lemonade

A LA CARTE

Priced per dozen unless noted

Assorted Cookies \$14
Assorted Mini Bars \$16
Assorted Donut Holes \$10
Assorted Full-Size Donuts \$16
Mini Maroon & Gold Cupcakes \$18
Full Sheet Cakes (serves 96) \$125

Fresh Fruit Skewers \$28 Surdyk's Cheese Platter (serves 75) \$250 Crudités Platter with Dip (serves 75) \$150

B+W Coffee, 5 gallon \$100 Hibiscus-Ginger Punch, 5 gallons \$50 Organic Lemonade, 5 gallons \$80 Citrus-Infused Water, 5 gallons \$20

DYK'S CATERING

EVENT PLANNING & PARTIES

2117 West River Road N. Minneapolis, MN 55411 612.331.3938 // catering@surdyks.com



INVOICE

Client/Organization Event Date U Of M Law School 10/17/2016 (Mc		Booking Tel (612) 624-1885	Booking Email lwalton@umn.edu	Event # E01388
Address		Booking Contact	Sales Rep	Guests
229 19th Ave S		Laura Walton	Abby Dunne	1200 (Pln)

Venue Description	Start	End	Delivery				
Reception	5:30 pm	6:30 pm	3:00 pm				
Site Name		Site A	Address		Site Telepl	none	
Northrop Memo	orial Hall & Atri	ium 84 Ch	nurch St SE, Minneapolis	, MN 55455	(612) 625-	-5000	
Food/Service	<u>Items</u>						
Food/Service It	tems				Price	Qty	Total
LAW SCHOOL I	RECEPTION SE	TUP BY 5:15 P	М				
\ssorted Cooki		ı, Ginger, Englis	sh Toffee, M&M		12.00	100	1,200.00
Crudités Platter	with Dip (serv	es 75)			150.00	10	1,500.00
HOT BEVERAGE	ES:			-			
B&W Coffee / 5	gallon				100.00	2	200.00
Mighty Leaf Tea An assortment o		and herbal tea	s, with sweeteners		100.00	1	100.00
COOL BEVERAG	GES:						
Gingered Spark	ling Apple Cide	r Punch, Large	(serves 70-80)		80.00	5	400.00
_emon-Cucumb	er Infused Ice	Water, Large (serves 70-80)		30.00	4	120.00
SERVICE & MIS	C.						
Delivery - Surdy	k's				30.00	1	30.00

\$2,040 difference 4,360 = 6

Linens - Buffet Tables & High Tops	200.00	1	200.00
(3) Service Staff / \$30 per hour for 3 hours each	30.00	9	270.00
	*		
			1

Subtotal	4,020.00 Total Value	5,038.28	
Tax (7.775%)	294.68 Paid	2,499.00	
Serv Chg (18%)	723.60 Balance	2,539.28	
Gratuity (0%)	0.00	7//	

	Payments Made									
Payment	Date	Method	Card Number	Card Holder	Check Date	Check #				
2,499.00	10/13/2016	Credit Card		Laura Walton	0					

Thank you for your order! We look forward to making this a memorable event. If you have any questions or changes to your order, please notify us immediately.

\$3.5

TAB L

		Salutation	Name	Affiliation	Hard copy invite sent?	Email invite sent?	RSVP to Dinner	Need ticket(s)?	Menu Selection/ special diet considerations	TOTAL CONTRACTOR OF THE PARTY O	Mailing Address
1		Chief Justice	John G. Roberts, Jr.		NA	NA	Yes	No	Walleye w/chocola	NA	NA
2		Mr.	George W. Soule	Guest of Chief Justice Roberts	yes	NA	Yes	Sent	short ribs	gsoule@soulestull.com	Eight West 43rd Stree Suite 200 Minneapolis, MN 55409
3		Mrs.		Guest of Chief Justice Roberts	NA	NA	Yes	Sent	Walleye	NA	
					1.5.4		1.00	Com	ridioje	101	Eight West 43rd Stree
4		Ms.	Melissa Stull	Guest and law partner of George W. Soule	yes	NA	Yes	Sent	short ribs	mstull@soulestull.com	Suite 200 Minneapolis, MN 55409
5		Dean	Garry W. Jenkins	Law School Dean	NA	NA	Yes	Yes	Short Ribs	NA NA	NA
6		Professor	Robert A. Stein	Law School Professor	NA	NA	Yes	No	Short Ribs	NA NA	NA NA
7		Mrs.	Sandra Stein	Wife of Robert Stein	NA	yes	Yes	Sent	Walleye	sandrahstein@aol.com	2.25.70.7
- 1		WII S.	Cariara Otenii	Wile of Robert Stell	INA	yes	162	Sent	vvalleye	sandranstein@adi.com	INA
16		President	Eric Kaler	President, University of Minnesota	yes	NA	Yes	Sent	Short Ribs	upres@umn.edu, btoskey@umn.edu, jreuvers@umn.edu	202 Morrill Hall 100 Church Street S.E. University of Minnesota Minneapolis, MN 55455
17		Mrs.	Karen Kaler	Wife of Eric Kaler	NA	NA	Yes	Sent	Walleye	NA	NA
19		Provest	Voren Henne	Executive Vice President and Provost,		200					234 Morrill Hall 100 Church Street Se Minneapolis, MN,
18		Provost Mr.	Karen Hanson Dennis Senchuk	University of Minnesota	yes	NA	yes	Yes	short ribs	apesch@umn.edu	55455
20		Mr.	David McMillan	Husband of Karen Hanson Chair of the University of Minnesota Board of Regents; Law School Class of 1987	yes	NA Sent	yes	yes	short ribs	dmcmillan@umn.edu,	NA Board of Regents 600 McNamara Alumni Center 200 Oak Street S.E. Minneapolis, MN 55455
21		Vice President	Walter F. Mondale	Law School Class of 1956	yes	NA	yes	yes	gnocchi	monda006@umn.edu, Pedersen. Lynda@dorsey.com	Dorsey & Whitney 50 S 6th Street Suite 1500 Minneapolis, MN 55402
22	The Honorable	Justice	David Lillehaug	Guest of Walter Mondale; Justice, Minnesota Supreme Court	NA	NA	yes	yes	Walleye	NA	NA
in the second			,	Chief U.S. District Judge, District of Minnesota						jtunheim@gmail.com, julie_krones@mnd.	704 Third Street South Stillwater, MN
	The Honorable		John R. Tunheim		yes	yes	yes	Yes	Walleye	uscourts.gov	55082
24		Mrs.	Kathy Tunheim	Guest of John Tunheim	NA	NA	yes	Yes	gnocchi	NA	
25	The Honorable	Chief Justice	Lorie Skjerven Gildea	Chief Justice, Minnesota Supreme Court	yes	NA	Yes	yes	Walleye	Lorie.Gildea@courts. state.mn.us; Ginger. Meyer@courts.state. mn.us	25 Rev. Dr. Martin Luther King Jr. Blvd. St. Paul , MN 55155
26		Governor	Mark Dayton	Governor of Minnesota	yes	Yes	left message 10/8	yes		gov.schedule@state. mn.us	Office of Governor Mark Dayton 130 State Capitol 75 Rev Dr. Martin Luther King Jr. Blvd. St. Paul, MN 55155

	Envelope	Salutation	Name	Affiliation	Hard copy invite sent?	Email invite sent?	RSVP to Dinner	Need ticket(s)?	Menu Selection/ special diet considerations	Email Address	Mailing Address
27			Dayton's guest	Guest of Mark Dayton	NA	NA	Contract of the Contract of th	Yes		NA	NA
28		Senator	Amy Klobuchar	Senator for Minnesota	yes	Yes	left message 10/8	Yes		https://www.klobuchar, senate. gov/public/index. cfm/email-amy	302 Hart Senate Office Building Washington, DC 20510
29		Mr.	John Bessler	Husband of Amy Klobuchar	NA	NA		Yes		NA	NA
30		Senator	Tina Smith	Senator for Minnesota	yes	Yes	No	Yes		https://www.smith. senate. gov/content/contact- senator	309 Hart Senate Office Building Washington, DC 20510
31		Mr.	Archie Smith	Husband of Tina Smith	NA	NA	No	Yes		NA	NA
32		Mr.	John Lindahl	University of Minnesota Carlson School of Management Class of '68; donors of the Lindahl Founders Room	yes	NA	yes	Yes	Walleye	jlindahl@nep.com	3222 Robinson Bay Rd. Wayzata, MN 55391
33		Mrs.	Nancy Lindahl	University of Minnesota College of Education and Human Development Class of '68; donors of the Lindahl Founders Room	NA .	NA	ves	Yes	Walleye	nancy@jnlindahl.com	NA
923				Ret. VP, Editor-in-Chief, West Publishing (Thomson Reuters); Law School Class of 1969							316 Westwood Drive North Minneapolis, MN
34		Mr.	Robert (Bob) J. Owens		yes	NA	yes	Sent	short ribs	Rjowens98@aol.com	55422
	The Honorable		David Stras	US Circuit Judge, Eighth Circuit Court of Appeals	yes	NA	Yes	from Tunheim	Walleye	david.stras@courts. state.mn.us	233 Northgate Rd Wayzata, MN 5539
36		Mrs.	Heather Stras	Wife of Judge David Stras	NA	NA	Yes	Sent	Short Ribs	NA	NA
37		Mr.	Doug Peterson	U of MN General Counsel	yes	NA	yes	Sent	walleye	dougp@umn.edu	Office of the General Counsel 360 McNamara Alumni Center 200 Oak Stree S.E. Minneapolis, MN 55455
38		Mrs.	Terese Fink Peterson	Wife of Doug Peterson	NA	NA	yes	Sent	walleye	NA	NA
39		Mr.	John M. Konech	Guest to Doug Peterson	NA	yes	yes	Yes	walleye	jkoneck@fredlaw.com	
40		Mrs.	Deble Konech	Guest to Doug Peterson	NA	NA	yes	Yes	Short Ribs	NA	NA
EXTRA MEALS			Angela Tanner						gnocchi		
EXTRA MEALS			Laura Walton						gnocchi		
EXTRA MEALS			Eliud Rodriguez						short ribs w/ the fl	ourless chocolate torte	
EXTRA MEALS			Craig Carroll						walleye w/ the app	ple tart	
EXTRA MEALS			Andy Ruggles						walleye w/ the app	ple tart	
EXTRA MEALS									1		
EXTRA MEALS											
NA		Mr	Kevin Yi Qian				No	No			
NA		Mrs	Yi Qian				No	No			
NA		Mr.	Andrew-Gildea	Husband of Lorie Skjerven Gildea			No	no			
NA		Mr.	Vance Opperman	Founder, Key Investment, Law School- Class of 1969		NA	Ne	Ves		vopperman@keyinvest	225 South Sixth- Street, Suite 5200- Minneapolis, MN-
AH		Mr.	Darin-Opperman	Guest of Vance Opperman	yes NA	NA NA	No	Yes Yes		ment-eem NA	55402 NA
NA.		Ms.	Sarah Routh	Granddaughter of Robert-Stein	NA	yes	No	Sent	NA		NA NA
	The Honorable		Kathleen Blatz	Retired Chief Justice, Minnesota Supreme- Court; Law School Class of 1984	yes	NA NA	No	Yes	NA NA	serouth@gmail.com kathleenblatz@msn.com	7075 Highway 12 Maple Plain, MN
NA		Ms.	Karin Birkeland	Fmr Partner, The Trust for Public Land; Law School Class of 1987	yes	yee		Yes		Birke007@umn.edu;	1908-Girard-Avenue South Minneapolis, MN-55403
NA		Mr.	Lee Mitau	Ret. EVP US Bank; Law School Class of	na	yes		Yes		Irmitau@hotmail.com	NA NA

Additional meals:

- 1. Amy Klobuchar first pick from extras if she attends
- 2. Laura Walton
- 3. Pat Schulze
- 4. US Marshal 1
- 5. US Marshal 2
- 6. Angela Tanner Gnocchi
- 7. Eliud Rodriguez Short Ribs w/ the flourless chocolate torte
- 8. Craig Carroll Walleye w/ the apple tart
- 9. Andy Ruggles Walleye w/ the apple tart

Extras:

Gnocchi - 1 Short Ribs - 2 Walleye – 2

DINNER

NOTE: PLEASE
TURN OFF
PHONES FOR
THE DURATION
OF THIS EVENT

THE 2018 STEIN LECTURE:

JOHN G. ROBERTS, JR., CHIEF

JUSTICE OF THE UNITED STATES

Count	Envelope	Salutation	Name	Affiliation	Hard copy invite sent?	Email invite sent?	RSVP to Dinner	Need ticket(s)?	Menu Selection/ special diet considerations	Email Address	Mailing Address
1		Chief Justice	John G. Roberts, Jr.	0	NA	NA	Yes	No	Walleys w/chocol	NA	NA
2		Mr.	George W. Soule	Guest of Chief Justice Roberts	ves	NA	Yes	Sent	short ribs	gsoule@soulestull.com	Eight West 43rd Stree Suite 200 Minneapolis, MN
3		Mrs.		Guest of Chief Justice Roberts	NA	NA	Yes	Sent	Walleye	NA NA	55409
4		Ms.	Melissa Stull	Guest and law partner of George W. Soule	yes	NA NA	Yes	Sent	shortribs	mstull@soulestull.com	Eight West 43rd Stree Suite 200 Minneapolis, MN 55409
5		Dean	Garry W. Jenkins	Law School Dean	NA	NA	Yes	Yes	Short Ribs	NA	NA
6		Professor	Robert A. Stein	Law School Professor	NA	NA	Yes	No	Short Ribs	NA	NA
7		Mrs.	Sandra Stein	Wife of Robert Stein	NA	VPS	Yes	Sent	Waltero	sandrahstein@acl.com	NA
										upres@umn.edu,	202 Morrill Hall 100 Church Street S.E. University of Minnesota
16		President	Eric Kaler	President, University of Minnesota	yes	NA	Yes	Sent	Short Ribs	btoskey@umn.edu, jreuvers@umn.edu	Minneapolis, MN 55455
17		Mrs.	Karen Kaler	Wife of Eric Kaler	NA	NA	Yes	Sent	Walleye	NA	NA
18		Provost	Karen Hanson	Executive Vice President and Provost, University of Minnesota	yes	NA	yes	Yes	short ribs	apesch@umn.edu	234 Morrill Hall 100 Church Street Se Minneapolis, MN, 55455
19		Mr.	Dennis Senchuk	Husband of Karen Hanson	NA	NA	yes	Yes	short ribs	NA	NA
20		Mr.	David McMillan	Chair of the University of Minnesota Board of Regents; Law School Class of 1987	yes	Sent	yes	yes	gnoccai	dmcmillan@umn.edu, bpalmer@umn.edu	Board of Regents 600 McNamara Alumni Center 200 Oak Street S.E. Minneapolis, MN 55455
21		Vice President	Walter F. Mondale	Law School Class of 1956	yes	NA	yes	yes	gnozoni	monda006@umn.edu, Pedersen. Lynda@dorsey.com	Dorsey & Whitney 50 S 6th Street Suite 1500 Minneapolis, MN 55402
22	The Honorable	Justice	David Lillehaug	Guest of Walter Mondale: Justice, Minnesota Supreme Court	NA	NA	yes	yes	Waleye	NA	NA
	The Honorable	Chief Judge	John R. Tunheim	Chief U.S. District Judge, District of Minnesota	yes	yes	yes	Yes	Walleye	jtunheim@gmail.com, julie_krones@mnd. uscourts.gov	704 Third Street South Stillwater, MN 55082
24		Mrs.	Kathy Tunheim	Guest of John Tunheim	NA	NA	yes	Yes	gnocchi	NA	
25	The Honorable	Chief Justice	Lorie Skjerven Gildea	Chief Justice, Minnesota Supreme Court	yes	NA	Yes	yes	Watere	Lorie.Gildea@courts. state.mn.us; Ginger. Meyer@courts.state. mn.us	25 Rev. Dr. Martin Luther King Jr. Blvd. St. Paul , MN 55155
26		Governor	Mark Dayton	Governor of Minnesota	yes	Yes	M(E 1943 245) 10.6	yes		gov.schedule@state. mn.us	Office of Governor Mark Dayton 130 State Capitol 75 Rev Dr. Martin Luther King Jr. Blvd St. Paul, MN 55155

Count	Envelope	Salutation	Name	Affiliation	Hard copy invite sent?	Email invite sent?	RSVP to Dinner	Need ticket(s)?	Menu Selection/ special diet considerations	Email Address	Mailing Address
27			Dayton's guest	Guest of Mark Dayton	NA	NA	DENE PROPERTY	Yes		NA	NA
28		Senator	Amy Klobuchar	Senator for Minnesota	ves	Yes	kit makes	Yes		https://www.klobuchar. senate. gov/public/index. cfm/email-amy	302 Hart Senate Office Building Washington, DC 20510
29		Mr.	John Bessler	Husband of Amy Klobuchar	NA NA	NA		Yes		NA	NA
29		IVII.	Julii Dessier	Husbariu di Amy Kibbuchai	INA	INA		163		https://www.smith.	309 Hart Senate
30		Senator	Tina Smith	Senator for Minnesota	yes	Yes	en meatoge 10/0	Yes		senate. gov/content/contact- senator	Office Building Washington, DC 20510
31		Mr.	Archie Smith	Husband of Tina Smith	NA	NA	BELSIA III	Yes		NA	NA
32		Mr.	John Lindahl	University of Minnesota Carlson School of Management Class of '68; donors of the Lindahl Founders Room	yes	NA	yes	Yes	Walleye	jlindahl@nep.com	3222 Robinson Bay Rd. Wayzata, MN 55391
33		Mrs.	Nancy Lindahl	University of Minnesota College of Education and Human Development Class of '68; donors of the Lindahl Founders Room	NA	NA	yes	Yes	Walleye	nancy@jnlindahl.com	NA
34		Mr.	Robert (Bob) J. Owens	Ret. VP, Editor-in-Chief, West Publishing (Thomson Reuters); Law School Class of 1969	yes	NA .	yes	Sent	short-ribs	Rjowens98@aol.com	316 Westwood Drive North Minneapolis, MN 55422
	The Honorable	V. 10.00	David Stras	US Circuit Judge, Eighth Circuit Court of Appeals	yes	NA	Yes	from Tunheim	Walleye	david.stras@courts. state.mn.us	233 Northgate Rd Wayzata, MN 55391
36	110001100000000000000000000000000000000	Mrs.	Heather Stras	Wife of Judge David Stras	NA	NA	Yes	Sent	Short Ribs	NA	NA
37		Mr.	Doug Peterson	U of MN General Counsel	yes	NA	yes	Sent	walleye	dougp@umn.edu	Office of the General Counsel 360 McNamara Alumni Center 200 Oak Stree S.E., Minneapolis, MN 55455
38		Mrs.	Terese Fink Peterson	Wife of Doug Peterson	NA	NA	yes	Sent	walleye	NA	NA
39		Mr.	John M. Konech	Guest to Doug Peterson	NA	yes	yes	Yes	walleye	jkoneck@fredlaw.com	
40		Mrs.	Debie Konech	Guest to Doug Peterson	NA	NA	yes	Yes	Short Ribs	NA	NA
EXTRA MEALS			Angela Tanner						gnocchi		
EXTRA MEALS			Laura Walton						gnocchi		
EXTRA MEALS			Eliud Rodriguez						short ribs w/ the fl	ourless chocolate torte	
EXTRA MEALS			Craig Carroll						walleye w/ the ap	ple tart	
EXTRA MEALS			Andy Ruggles						walleye w/ the ap	ple tart	
EXTRA MEALS			7 00								
EXTRA MEALS											
NA.		Mr.	Kovin Yı Qian				Ne	Ne			
NA.		Mrs.	Yi-Qion			0.0000.0000.000	Ne	Ne			
NA		Mr.	Andrew Gildea	Husband of Lorie Skjerven Gildea			Ne	A9			
				Founder, Key Investment; Law School			-			vepperman@keyinvest	225 South Sixth Street, Suite 5200 Minneapolis, MN 55402
NA NA		Mr.	Vance Opperman	Class of 1969	y06	NA	No	Yes		ment.com NA	NA NA
NA ***		Mr.	Darin Opperman	Guest of Vance Opperman	NA	NA.	Ne	Yes		- Carlo Carl	
AA		Ma-	Sarah Routh	Granddaughter of Robort-Stein Retired Chief Justice, Minnesota Supremo-	NA.	y06	Ne	Sent	NA	serauth@gmail.com	NA 7076 Highway 12 Maple Plain, MN
NA.	The Henerable	Chief Justice	Kathleen Blatz	Court; Law School Class of 1984 Fmr Partner, The Trust for Public Land:	yes	NA	Ne	Yes	NA	kathleenblatz@msn.co	55359 1008 Girard Avenue
NA		Ms	Kerin Birkeland	Law School Class of 1987	yes	yes		Yes		Birke007@umn.edu,	South Minneapolis MN 55403
AM		Mr-	Loo Mitau	Rot, EVP US Bank; Law School Class of 1872	Аа	y es		Yes		Irmitau@hotmail.com	NA .

\$1



2117 West River Road N. Minneapolis, MN 55411 | 612.331.3938 | catering@surdyks.com

EVENT ORDER

Roberts Lecture Social & Dinner

Tuesday, October 16, 2018 at Northrop Founders Room

Prepared for U Of M Law School 229 19th Ave S | Minneapolis, MN 55455

Laura Walton (612) 624-1885 | lwalton@umn.edu

Surdyk's Catering Rep: Michelle Rash

<u>Venue</u>						
Description	Start	End	Guests	Ever	nt Space	
Plated Dinner	6:00 pm	8:30 pm	43 (Pln)	Founders Room		
Site Name	Site	Address				
Northrop Founders Room		hurch St SE, eapolis, MN				
Food/Service Items						
Food/Service Items				Price	Qty	Total
HORS D'OEUVRES BUFFET						
Priced per piece, 24 piece min	imum per vari	ety.				
Antipasti Skewers				2.50	30	75.00
Assorted varieties with ingredi	ente like salur	ni hoguerone	s rustic cheeses u			
GF	ents like salar	m, boquerone	s, rustic checics, (onves, pienieu ve	getables,	and fresh herbs
Ricotta Bruschetta with Lei VEG	mon, Laveno	der Honey, T	hyme	2.00	30	60.00

PLATED DINNER

FIRST COURSE

Seasonal Farmer's Market Green Salad Fall Seasonal Salad Spinach & Arugula with Shredded Beets, Roasted Butternut Squash, Manchego, a	6.00 nd Toaste	42 d Pepitas, s	252.00 erved with a
bright Lemon-Coriander Vinaigrette.		9)	
Fall Seasonal Vegan Salad	6.00	1	6.00
Rustic Breads with Whipped Butter			
MAIN COURSE			
Braised Beef Short Ribs with Olive Oil Mashed Potatoes, Roasted Tomato, and Fennel GF	32.00	17	544.00
Panko Crusted MN Walleye with Oven Potato Crisps, Heirloom Green Beans, and Meyer Lemon-Caper Sauce	26.00	18	468.00
Wild Mushroom Gnocchi with Sautéed Greens and Truffled Pecorino VEG	20.00	7	140.00
Seasonal Vegetable Gnocchi- VEGAN	20.00	1	20.00
PLATED DESSERT			
Apple Tarte Tatin with Honey Ice Cream	6.00	24	144.00
Espresso Flourless Chocolate Torte with Amaretto Crème Anglaise GF	8.00	24	192.00
Vegan Dessert	8.00	1	8.00
Coffee & Tea Service Per Person Locally roasted, brewed coffee from B+W Roasters, Regular & Decaf, a selection of half & half.	2.00 of Mighty L	43 eaf teas, s	86.00 weeteners, and

10/10/2018 - 6:10:54 PM

240.00

Page 3 of 6

8.00

BAR INFORMATION

10/10/2018 - 6:10:54 PM

Hosted Bar Package for (1) Hour

Priced Per Guest Per Hour. Select Up to 4 Wines and Up to 5 Beers to Customize Your Bar, Spirits Available at an Additional Cost, Hosted bar packages include sodas, still and sparkling water, compostable cups, and beverage napkins.			
TABLESIDE WINE Estimated and Billed on Consumption			
Bishop's Peak Sauvignon Blanc	8.00	24	192.00
McManis Pinot Noir	8.00	24	192.00
LABOR INFORMATION All labor is estimated and billed portal to portal. Client will be billed for actual time worked. 4 hour minimum per staff person. Minimum of 2 staff people per event.			
(1) Event Manager for 5.5 Hours	35.00	5.5	192.50
(1) Bartender/Server for 5.5 Hours	20.00	5.5	110.00
(2) Servers for 5.5 Hours	20.00	11	220.00
(2) Chef for Plating for 4 Hours	30.00	8	240.00
MISCELLANEOUS INFORMATION			
Rental Equipment Includes rental (4) 72" Round Tables, (4) 132" Round Table Linens, Maroon Line	330.32 n Napkins	1	330.32
Black Stretch Linens for High Top Tables Black stretch buffet and bar linens are included with all event orders.	12.00	3	36.00
Full Service Ware Package Per Person To Include: China, Flatware, Dinner Glassware, White Linen Napkins, Votive Cand	5.00 dles for Foo	43 od Tables, N	215.00 Menu Cards for

Plated Meals and Buffet Signage for Buffet Meals.

Bar Set Up Charge

150.00

1

150.00

A bar set up charge of \$150.00 will apply if the \$500.00 bar set up minimum is not met.

Notes

SITE CONTACTS

Laura Walton, U of M Law School

PURPOSE OF EVENT

Social & Dinner Following the Supreme Justice Roberts Lecture Hosted by the U of M Law School

VENDORS

None at This Time

NOTABLES

Rental Linens to be Included 72" Round Table Rented

EVENT TIMELINE - TENTATIVE

4:00pm Surdyk's Staff Arrives to Northrop

6:00pm Social Hour Begins in Founders Room, Bar & Buffet Open

6:30pm Social Ends, Guests Seated for Dinner Service, Bar Closes

6:30pm Dinner Service Begins

8:30pm Dinner Service Ends, Guests Depart

SET UP STYLE

(4) 72" Round Table for Head Table with 8/10 Guests Seated

(3) High Tops

LINENS/TABLE SET

Champagne Bubble Table Linens

Maroon Linen Napkin

Surdyk's Catering Planning Guidelines

Surdyk's Catering is excited to work with you on your event! Below are some of our policies and costs for your reference throughout the planning process. Please note all costs listed are before service charge and tax are applied.

LABOR

An 18% service charge is included in final total of all food, beverage and labor for full service catered events. Please note the service charge is taxable and is not considered a gratuity. Labor charges will also apply to your event dependent on

your event's needs. Labor charges are estimated and based on the length of the event (to include set up and teardown timing) plus the estimated guest count. The client will be billed for the actual time worked. Labor charges are as follows:

Event Manager: \$35.00 Per Hour Service Staff: \$20.00 Per Hour Bartenders: \$20.00 Per Hour Chefs: \$30.00 Per Hour

SERVICE WARE

In order to make your event a complete success we will need to bring in the best quality wares and items needed to execute your event. To make this process easier for you we have put together packages that include all table ware items you will need.

BAR SET UP

We offer unique bar packages that we hope you will try! Please keep in mind that a \$150.00 bar set up charge will apply if the bar does not meet a \$500.00 minimum.

CAKE CUTTING

Our chefs produce delicious desserts; however, if you decide to bring in your own cake you can. We are happy to cut and plate the cake for you at a \$1.50 per person fee. All cakes must be brought in by a licensed cake vendor.

LATE CHANGE

We understand that things can change as your event date nears. If there are changes to the event such as a guest count increase or changes in the menu within 3 business days prior to the event a \$150.00 late change charge may apply. This cost will be added to your final invoice. Please note once your final guest count has been submitted that count cannot be decreased.

CANCELLATION POLICY

Hopefully we won't have to cancel your event but we know that situations arise and a cancellation may be unavoidable. In those cases, the following policies apply:

Full Service Events: Deposits are non-refundable. In the event of a cancellation less than 3 weeks prior to the event, entire payment is non-refundable. If final payment has not been submitted, client will be invoiced for balance and charged 10% late payment charge if payment is not received by deadline as determined in contract.

Full Service Event Booking Process

After you have reviewed your full service catering proposal and/or have also done a tasting and are ready to book Surdyk's Catering please review the following:

Please contact your Surdyk's Catering sales representative to let them know you want to book as soon as you can so that way we can send you paperwork to begin to get the date reserved for you. When you are ready to book we will send you a contract and timeline for signature and deposit due one week from the date the contract and timeline were sent. Once you have submitted the signed contract and timeline along with the deposit then you will be officially booked with Surdyk's Catering. Please note Surdyk's Catering capacity is limited so if a date fills up we cannot guarantee availability for your event. If you are on hold and another client wants to book your spot we will alert you via email and give you a 24 hour first right of refusal notice (your sales person will explain that process to you if that happens). We will do our best to follow up with you as we hold your date but please note if we do not hear from you after numerous follow ups your hold will be removed. For any additional questions on this process please contact your Surdyk's Catering sales representative.

If you have questions about our planning guidelines feel free to contact us at 612-331-3938 or catering@surdyks.com.

*Surdyk's Policy, following food safety regulations, states that buffet food is intended to be eaten on site. No remaining food shall be taken to go. Thanks for helping us ensure the quality and safety of our service.

Subtotal	4,112.82 Paid	0.00	Pay Method	Card Number
Tax (8.025%)	338.62 Balance	5,191.75	Card Type	Expires
Serv Chg (18%	740.31		Card Holder	
Total Value	5,191.75		Signature	

Client Signature

Thank you for your interest in Surdyk's Catering! We look forward to working with you.

Please note the following policies:

Cancellation - Drop Off Orders

In the event of a cancellation less than one week in advance, 50% of the order is refundable. Orders canceled less than 48 hours in advance are not eligible for a refund.

Cancellation - Serviced Events

Deposits are non-refundable. In the event of a cancellation less than 3 weeks in advance, entire payment is non-refundable. If final payment has not been submitted at this point, client will be invoiced for balance.

Late Change Fee - Serviced Events

A fee of \$150 will be applied to all serviced events with changes or increases [that we are able to accommodate] less than 3 days before the event.

If you have any questions about your order, please contact us at **612.331.3938** or at **catering@surdyks.com**

10/10/2018 - 6:10:54 PM

SURDYK'S CATERING CONTRACT

The following catering agreement is hereby entered into by:
Laura Walton of U Of M Law School, hereinafter referred to as "Client"

AND

Surdyk's Catering, hereinafter referred to as "Caterer"

Client and Caterer agree as follows:

TERM: Client and Caterer agree that this Catering Agreement between parties is for catering service that shall commence on Tuesday, October 16, 2018 at 6:00 pm and catering service shall continue until 8:30 pm on Tuesday, October 16, 2018. Said agreement may be extended and/or renewed by agreement of all parties in writing thereafter.

EVENT DETAILS

Date of Event: Tuesday, October 16, 2018

Guest Arrival: 6:00 pm Guest Vacate: 8:30 pm

Location: Northrop Founders Room | 84 Church St SE, Room 260 Minneapolis, MN 55455

Client Estimated Guest Count:43

All specific services to be provided are contained in the Event Order provided by Surdyk's Catering, and by this reference is incorporated into this binding agreement.

DEPOSITS: Client shall agree to pay a non-refundable deposit charge to secure the date of event. The Initial Deposit charge is calculated as: 20% of total on agreed upon estimate. Client agrees to an 20% Initial Deposit Charge of which will be posted as a line item on the final bill. The Initial Deposit is due on contract signing.

PREPAYMENT: Prepayment due to Caterer by Client shall be the total event contract costs, including state and local taxes where applicable, less the Deposit Charge. Client agrees to pay Caterer full balance due **no later than five business days prior** to the scheduled event, unless otherwise agreed upon by Client and Caterer in writing and attached to this contract.

GUARANTEED GUEST COUNTS: Client agrees to submit final guest count no later than five business days prior to the scheduled event. Client's agreement to hold the function(s) set out above is a material consideration for which Caterer enters into this agreement. It shall be Client's responsibility to notify Caterer of changes in the number of attendees with respect to any function. If no guarantee is received, the original number expected will be used as the guaranteed number of guests. Changes will be accepted by Caterer until 12:00 noon five business days prior to the function. Should the Client substantially reduce the number of anticipated attendees and/or cause any variance in contracted revenues for a given function, Caterer shall have the right to renegotiate charges to the client or to cancel the reservation(s) (with 90 day notice) hereby made without any liability to Caterer or its assigns. Caterer shall have the right to accept increases at its sole discretion. Caterer shall have the right to substitute product based on quality or availability.

ADDITIONAL SERVICES: Client agrees to pay for any and all additional services requested by Client, e.g. decorations, rental of facility, rental of equipment, refuse removal, etc. Additional services requested shall be included and added to the proposal. Verbal modification by Client the day of the event will be included on a settlement bill, if applicable.

DUTIES OF THE CATERER

- Caterer represents to Client that Surdyk's Catering is licensed with the City of Minneapolis and is in compliance with health department rules and regulations.
- Caterer maintains a general liability insurance policy and a liquor liability insurance policy as needed for each event.
- Caterer agrees to provide service to the Client for Term listed in paragraph 1 above. Service shall include preparation
- and service of the food items as specifically provided for in Attachment A. Secondary Order # 605479

 Caterer agrees to provide any and all additional services as requested and previously agreed upon by the Client and the Caterer. Caterer shall be responsible for initial payment of fees and deposits assessed by any rental of equipment or supplies obtained from an outside source or vendor offered by the Caterer. Caterer agrees to indemnify and hold Client harmless for payment of fees incurred to any rental agency the Caterer is utilizing.

DUTIES OF THE CLIENT

- Client agrees to provide suitable contracted facility for Caterer to perform duties required for the number of guests expected. Client agrees to arrange for, or personally provide access to said facility to accommodate the reasonable set up and preparation prior to the event. Client acknowledges responsibility for any and all liability arising for the rental of said facility that is not a direct result of the caterer's activities.
- Client acknowledges liability for any damage to the rental equipment used during the course of the event.
- · Client agrees to full responsibility of all financial arrangements provided for above.
- Client agrees that a reversal on a credit card charge will not be allowed, and that if reversal does occur the Client is liable for 2 times the originally charged amount, as well as any chargeback fees and all other costs incurred by the caterer, including but not limited to, collection of the debt, bank charges, check charges, etc.

SERVICE CHARGE: An 18% service charge will be included in final billing on all food, beverage, rentals, labor, and miscellaneous charges. Service charge offsets administrative expenses, use of equipment, kitchen essentials, and energy costs. Service charge is taxable and is not considered a gratuity. Client may choose to offer a gratuity, which is nontaxable, for service and delivery staff.

DISCLAIMER: Surdyk's Catering may substitute ingredients based on availability.

ARBITRATION: Failure of either the Client or Caterer to comply with the agreements set forth in this Catering Agreement shall make the party liable for damages to the affected party. Any claim by either party for such damages shall be presented in writing to the other party within 15 days past the event date. Both parties agree to obtain an arbitrator or mediator should a dispute arise.

CANCELLATION POLICY:

CTCNIATION

<u>Full Service Events:</u> Deposits are non-refundable. In the event of a cancellation less than 3 weeks prior to the event, entire payment is non-refundable. If final payment has not been submitted, client will be invoiced for balance and charged 10% late payment charge if payment is not received by deadline as determined in contract.

<u>Non-Serviced Events:</u> Orders cancelled less than 48 hours in advance are non-refundable. In the event of a cancellation less than one week in advance, 50% of payment is non-refundable.

This Catering Contract is made and entered into on Wednesday, October 10, 2018 by and among Surdyk's Catering ("Caterer") and Laura Walton of U Of M Law School ("Client").

Client Signature	10/11/18 Date			
Surdyk's Catering Representative Signature	 			

If Four Tables of 10

Table 1

- 1. Chief Justice John Roberts
- 2. Professor Robert Stein
- 3. Mrs. Sandra Stein
- 4. Dean Garry Jenkins
- 5. President Eric Kaler
- 6. Mrs. Karen Kaler
- 7. Judge John Tunheim
- 8. Mrs. Kathy Tunheim
- 9. VP Walter Mondale
- 10. Senator Amy Klobuchar/ Justice David Lillehaug

Table 2

- 1. John Lindahl
- 2. Nancy Lindahl
- 3. Regents Chair David Macmillan
- 4. Provost Karen Hanson
- 5. Mr. Dennis Senchuck
- 6. Lee Mitau
- 7. Karin Birkeland
- 8. Bob Owen

Table 3

- 1. Chief Justice Lori Gildae
- 2. Judge David Stras
- 3. Mrs. Stras
- 4. Mr. Doug Peterson
- 5. Mrs. Teresa Fink Peterson
- 6. Mr. John Konech
- 7. Mrs. Debbie Konech
- 8. George Soule
- 9. Lisa McDonald
- 10.Melissa Stull

Table 4

1. Linda Stein





2117 West River Road N. Minneapolis, MN 55411 | 612.331.3938 | catering@surdyks.com

EVENT ORDER

Roberts Lecture Social & Dinner

Tuesday, October 16, 2018 at Northrop Founders Room

Prepared for U Of M Law School 229 19th Ave S | Minneapolis, MN 55455

Laura Walton (612) 624-1885 | Iwalton@umn.edu

Surdyk's Catering Rep: Michelle Rash

<u>Venue</u>						
Description	Start	End	Guests	Evei	nt Space_	
Plated Dinner	6:00 pm	8:30 pm	47 (Pln)	Four Rooi	nders m	
Site Name	Site	Address				
Northrop Founders Room		hurch St SE, eapolis, MN				
Food/Service Items						
Food/Service Items				Price	Qty	Total
HORS D'OEUVRES BUFFET						
Priced per piece, 24 piece mini	mum per vari	ety.				
Antipasti Skewers				2.50	30	75.00
Assorted varieties with ingredie GF	ents like salur	ni, boquerone	s, rustic cheeses,	olives, pickled ve	egetables, ar	d fresh herbs
Ricotta Bruschetta with Ler VEG	non, Laveno	ler Honey, T	hyme	2.00	30	60.00

PLATED DINNER

FIRST COURSE

Seasonal Farmer's Market Green Salad Fall Seasonal Salad	6.00	47	282.00
Spinach & Arugula with Shredded Beets, Roasted Butternut Squash, Manchego, a bright Lemon-Coriander Vinaigrette.	nd Toasted	Pepitas, served	with a
Rustic Breads with Whipped Butter			
MAIN COURSE			
Braised Beef Short Ribs with Olive Oil Mashed Potatoes, Roasted Tomato, and Fennel GF	32.00	19	608.00
Panko Crusted MN Walleye with Oven Potato Crisps, Heirloom Green Beans, and Meyer Lemon-Caper Sauce	26.00	23	598.00
Wild Mushroom Gnocchi with Sautéed Greens and Truffled Pecorino VEG	20.00	4	80.00
Seasonal Vegetable Gnocchi- VEGAN	20.00	1	20.00
PLATED DESSERT			
Apple Tarte Tatin with Honey Ice Cream	6.00	24	144.00
Espresso Flourless Chocolate Torte with Amaretto Crème Anglaise GF	8.00	24	192.00
Coffee & Tea Service Per Person Locally roasted, brewed coffee from B+W Roasters, Regular & Decaf, a selection half & half.	2.00 of Mighty Le	47 eaf teas, sweete	94.00 ners, and

BAR INFORMATION

Hosted Ba	r Package	for (1) Hour
-----------	-----------	--------	--------

8.00

30

240.00

Priced Per Guest Per Hour. Select Up to 4 Wines and Up to 5 Beers to Customize Your Bar, Spirits Available at an Additional Cost, Hosted bar packages include sodas, still and sparkling water, compostable cups, and beverage napkins.

TABLESIDE WINE

Estimated and Billed on Consumption

Bishop's Peak Sauvignon Blanc	8.00	28	224.00
McManis Pinot Noir	8.00	28	224.00

LABOR INFORMATION

All labor is estimated and billed portal to portal. Client will be billed for actual time worked. 4 hour minimum per staff person. Minimum of 2 staff people per event.

(1) Event Manager for 5.5 Hours	35.00	5.5	192.50
(1) Bartender/Server for 5.5 Hours	20.00	5.5	110.00
(2) Servers for 5.5 Hours	20.00	11	220.00
(2) Chef for Plating for 4 Hours	30.00	8	240.00

MISCELLANEOUS INFORMATION

Rental Linens- TBD

Black or white standard linens for dining tables.

Black stretch buffet and bar linens are included with all event orders.

Full Service	Ware	Package	Per	Person
--------------	------	---------	-----	--------

5.00

47

235.00

To Include: China, Flatware, Dinner Glassware, White Linen Napkins, Votive Candles for Food Tables, Menu Cards for Plated Meals and Buffet Signage for Buffet Meals.

Bar Set Up Charge

150.00

1

150.00

A bar set up charge of \$150.00 will apply if the \$500.00 bar set up minimum is not met.

Notes

SITE CONTACTS Laura Walton, U of M Law School

PURPOSE OF EVENT

Social & Dinner Following the Supreme Justice Roberts Lecture Hosted by the U of M Law School

VENDORS

None at This Time

NOTABLES

Rental Linens to be Included
72" Round Table Rented for Head Table

EVENT TIMELINE - TENTATIVE

4:00pm Surdyk's Staff Arrives to Northrop

6:00pm Social Hour Begins in Founders Room, Bar & Buffet Open

6:30pm Social Ends, Guests Seated for Dinner Service, Bar Closes

6:30pm Dinner Service Begins

8:30pm Dinner Service Ends, Guests Depart

SET UP STYLE

(1) 72" Round Table for Head Table with 8 Guests Seated

(5) 60" Round Tables with 6 Guests Seated

LINENS/TABLE SET Dependent Upon Floor Plan

- 5

Surdyk's Catering Planning Guidelines

Surdyk's Catering is excited to work with you on your event! Below are some of our policies and costs for your reference throughout the planning process. Please note all costs listed are before service charge and tax are applied.

LABOR

An 18% service charge is included in final total of all food, beverage and labor for full service catered events. Please note the service charge is taxable and is not considered a gratuity. Labor charges will also apply to your event dependent on your event's needs. Labor charges are estimated and based on the length of the event (to include set up and teardown timing) plus the estimated guest count. The client will be billed for the actual time worked. Labor charges are as follows: Event Manager: \$35.00 Per Hour

Service Staff: \$20.00 Per Hour Bartenders: \$20.00 Per Hour Chefs: \$30.00 Per Hour

SERVICE WARE

In order to make your event a complete success we will need to bring in the best quality wares and items needed to execute your event. To make this process easier for you we have put together packages that include all table ware items you will need.

BAR SET UP

We offer unique bar packages that we hope you will try! Please keep in mind that a \$150.00 bar set up charge will apply if the bar does not meet a \$500.00 minimum.

CAKE CUTTING

Our chefs produce delicious desserts; however, if you decide to bring in your own cake you can. We are happy to cut and plate the cake for you at a \$1.50 per person fee. All cakes must be brought in by a licensed cake vendor.

LATE CHANGE

We understand that things can change as your event date nears. If there are changes to the event such as a guest count increase or changes in the menu within 3 business days prior to the event a \$150.00 late change charge may apply. This cost will be added to your final invoice. Please note once your final guest count has been submitted that count cannot be decreased.

CANCELLATION POLICY

Hopefully we won't have to cancel your event but we know that situations arise and a cancellation may be unavoidable. In those cases, the following policies apply:

Full Service Events: Deposits are non-refundable. In the event of a cancellation less than 3 weeks prior to the event, entire payment is non-refundable. If final payment has not been submitted, client will be invoiced for balance and charged 10% late payment charge if payment is not received by deadline as determined in contract.

Full Service Event Booking Process

After you have reviewed your full service catering proposal and/or have also done a tasting and are ready to book Surdyk's Catering please review the following:

Please contact your Surdyk's Catering sales representative to let them know you want to book as soon as you can so that way we can send you paperwork to begin to get the date reserved for you. When you are ready to book we will send you a contract and timeline for signature and deposit due one week from the date the contract and timeline were sent. Once you have submitted the signed contract and timeline along with the deposit then you will be officially booked with Surdyk's Catering. Please note Surdyk's Catering capacity is limited so if a date fills up we cannot guarantee availability for your event. If you are on hold and another client wants to book your spot we will alert you via email and give you a 24 hour first right of refusal notice (your sales person will explain that process to you if that happens). We will do our best to follow up with you as we hold your date but please note if we do not hear from you after numerous follow ups your hold will be removed. For any additional questions on this process please contact your Surdyk's Catering sales representative.

If you have questions about our planning guidelines feel free to contact us at 612-331-3938 or catering@surdyks.com.

*Surdyk's Policy, following food safety regulations, states that buffet food is intended to be eaten on site. No remaining food shall be taken to go. Thanks for helping us ensure the quality and safety of our service.

Subtotal	3,988.50 Paid	0.00 P	ay Method	Card Number	
Tax (8.025%)	361.54 Balance	5,067.97	ard Type	Expires	
Serv Chg (18%	717.93		Card Holder		
Total Value	5,067.97	7(05,175	ignature		

9/26/2018 - 3:24:42 PM

Client Signature	Date

. .

Thank you for your interest in Surdyk's Catering! We look forward to working with you.

Please note the following policies:

Cancellation - Drop Off Orders

In the event of a cancellation less than one week in advance, 50% of the order is refundable. Orders canceled less than 48 hours in advance are not eligible for a refund.

Cancellation - Serviced Events

Deposits are non-refundable. In the event of a cancellation less than 3 weeks in advance, entire payment is non-refundable. If final payment has not been submitted at this point, client will be invoiced for balance.

Late Change Fee - Serviced Events

A fee of \$150 will be applied to all serviced events with changes or increases [that we are able to accommodate] less than 3 days before the event.

If you have any questions about your order, please contact us at **612.331.3938** or at **catering@surdyks.com**



2117 West River Road N. Minneapolis, MN 55411 | 612.331.3938 | catering@surdyks.com

EVENT ORDER

Roberts Lecture Private Reception

Tuesday, October 16, 2018 at Northrop Rehearsal Room

Prepared for U Of M Law School 229 19th Ave S | Minneapolis, MN 55455

Laura Walton (612) 624-1885 | Iwalton@umn.edu

Surdyk's Catering Rep: Michelle Rash

Description	Start	End	Guests	Eve	nt Space	
Reception	5:15 pm	6:15 pm	35 (Pln)	Reh Stud	earsal dio	
Site Name	Site	Address			DESIGNATION & THE PERSON OF TH	
Northrop Rehearsal Room	84 Cl 5545		, Minneapolis, MN			
Food/Service Items						
Food/Service Items				Price	Qty	Total
PASSED HORS D'OEUVRES						
Priced per piece, 24 piece minii	mum per vari	ety.				
Thin-sliced, Medium Rare B				3.00	24	72.00
with arugula & roasted peppers	S GF					
Shrimp, Avocado, and Radis	sh Ceviche	Spoons		3.00	24	72.00
with plantain crisp garnish GF	DF					
Smoked Salmon Tartines				3.00	24	72.00
with three pepper cream chees	e, capers, ro	e, and dill on	pumpernickel			
Meyer Lemon, Chevre, and	Fresh Pea F	Risotto Cake	S	2.00	24	48.00
with Basil Aioli VEG						

Mini Minneapple Panini

3.00

24

72.00

our most famous sandwich with turkey, brie, lingonberry, apple

HORS D'OEUVRES BUFFET

Priced per piece, 24 piece minimum per variety.

Surdyk's Cheese Platter

7.00

24

168.00

Our cheese displays are works of art. We select your cheeses at the peak of ripeness and flavor, combining textures, milk types, colors, and shapes. Served with nuts, fresh & dried fruits, rustic baguette slices, and crackers. VEG | Gluten Free crackers available on request

Bite-Sized Cookies & Bars / 2 per guest

3.00

24

1

1

72.00

Surdyk's special housemade cookies & bars, assorted and perfectly sized for parties. Selections vary daily and may include Caramel-Cashew Bars, Cognac Brownies, Gluten-Free Coconut Macaroons, Lemon Shortbread Cookies, S'mores Bars with Brûléed Marshmallow, Berry Crumble Bars, Boozy Cherry Linzer Cookies, Surdyk's Famous Almond Palmiers, and more. Garnished with fresh fruits.

REFRESHMENTS

P	11	n	-	h
г	u	11		п

serves 30-40

50.00

50.00

Gingered Sparkling Apple Cider

Ice Water

serves 30-40

15.00

15.00

B+W Coffee

Locally roasted, brewed coffee from B+W roasters, with sweeteners and half & half Choose from Estate Blend or Mexican Decaf

serves 12-16

30.00

30.00

Mighty Leaf Hot Tea

An assortment of green, black, and herbal teas, with sweeteners

serves 12-16

30.00

1

1

30.00

LABOR INFORMATION

9/26/2018 - 3:32:51 PM

All labor is estimated and billed portal to portal. Client will be billed for actual time worked. 4 hour minimum per staff person. Minimum of 2 staff people per event.

(1) Event Manager for 4 Hours	35.00	4	140.00
(1) Servers for 4 Hours	20.00	4	80.00
(1) Chef for Hors d'Oeuvres Assembly for 4 Hours	30.00	4	120.00
MISCELLANEOUS INFORMATION			
Black Stretch Linens for High Top Tables- ESTIMATED Black stretch buffet and bar linens are included with all event orders.	12.00	3	36.00
Disposables Package Compostable Items to Include Plates, Flatware and Napkins.	1.50	35	52.50

Notes

SITE CONTACTS Laura Walton, U of M Law School

PURPOSE OF EVENT

Private Reception Following Supreme Court Justice Roberts Lecture Hosted by the U of M Law School

VENDORS

None at This Time

NOTABLES

None at This Time

EVENT TIMELINE - TENTATIVE

- 3:15pm Surdyk's Staff Arrives to Northrop
- 4:00pm Lecture Begins in Auditorium
- 5:15pm Lecture Ends, Private Reception Begins in Rehearsal Studio
- 6:15pm Private Reception Ends, Guests Vacate

SET UP STYLE

Northrop to Provide Floor Plan

LINENS/TABLE SET

Surdyk's to Provide Black Stretch Linens for Buffet Table & High Tops

Surdyk's Catering Planning Guidelines

Surdyk's Catering is excited to work with you on your event! Below are some of our policies and costs for your reference throughout the planning process. Please note all costs listed are before service charge and tax are applied.

LABOR

An 18% service charge is included in final total of all food, beverage and labor for full service catered events. Please note the service charge is taxable and is not considered a gratuity. Labor charges will also apply to your event dependent on your event's needs. Labor charges are estimated and based on the length of the event (to include set up and teardown timing) plus the estimated guest count. The client will be billed for the actual time worked. Labor charges are as follows:

Event Manager: \$35.00 Per Hour Service Staff: \$20.00 Per Hour Bartenders: \$20.00 Per Hour Chefs: \$30.00 Per Hour

SERVICE WARE

In order to make your event a complete success we will need to bring in the best quality wares and items needed to execute your event. To make this process easier for you we have put together packages that include all table ware items you will need.

BAR SET UP

We offer unique bar packages that we hope you will try! Please keep in mind that a \$150.00 bar set up charge will apply if the bar does not meet a \$500.00 minimum.

CAKE CUTTING

Our chefs produce delicious desserts; however, if you decide to bring in your own cake you can. We are happy to cut and plate the cake for you at a \$1.50 per person fee. All cakes must be brought in by a licensed cake vendor.

LATE CHANGE

We understand that things can change as your event date nears. If there are changes to the event such as a guest count increase or changes in the menu within 3 business days prior to the event a \$150.00 late change charge may apply. This cost will be added to your final invoice. Please note once your final guest count has been submitted that count cannot be decreased.

CANCELLATION POLICY

Hopefully we won't have to cancel your event but we know that situations arise and a cancellation may be unavoidable. In those cases, the following policies apply:

Full Service Events: Deposits are non-refundable. In the event of a cancellation less than 3 weeks prior to the event, entire payment is non-refundable. If final payment has not been submitted, client will be invoiced for balance and charged 10% late payment charge if payment is not received by deadline as determined in contract.

Full Service Event Booking Process

After you have reviewed your full service catering proposal and/or have also done a tasting and are ready to book Surdyk's Catering please review the following:

Please contact your Surdyk's Catering sales representative to let them know you want to book as soon as you can so that way we can send you paperwork to begin to get the date reserved for you. When you are ready to book we will send you a contract and timeline for signature and deposit due one week from the date the contract and timeline were sent. Once you have submitted the signed contract and timeline along with the deposit then you will be officially booked with Surdyk's Catering. Please note Surdyk's Catering capacity is limited so if a date fills up we cannot quarantee availability

for your event. If you are on hold and another client wants to book your spot we will alert you via email and give you a 24 hour first right of refusal notice (your sales person will explain that process to you if that happens). We will do our best to follow up with you as we hold your date but please note if we do not hear from you after numerous follow ups your hold will be removed. For any additional questions on this process please contact your Surdyk's Catering sales representative.

If you have questions about our planning guidelines feel free to contact us at 612-331-3938 or $_{\neg}$ catering@surdyks.com . $^{\bot}$

*Surdyk's Policy, following food safety regulations, states that buffet food is intended to be eaten on site. No remaining food shall be taken to go. Thanks for helping us ensure the quality and safety of our service.

Tax (8.025%)			Pay Method	Card Number
1011 (01025 10)	98.58 Balance	1,431.39	Card Type	Expires
Serv Chg (18%	203.31		Card Holder	
Total Value	1,431.39		Signature	
otal Value	1,431.39		Signature	

• •

Thank you for your interest in Surdyk's Catering! We look forward to working with you.

Please note the following policies:

Cancellation - Drop Off Orders

In the event of a cancellation less than one week in advance, 50% of the order is refundable. Orders canceled less than 48 hours in advance are not eligible for a refund.

Cancellation - Serviced Events

Deposits are non-refundable. In the event of a cancellation less than 3 weeks in advance, entire payment is non-refundable. If final payment has not been submitted at this point, client will be invoiced for balance.

Late Change Fee - Serviced Events

A fee of \$150 will be applied to all serviced events with changes or increases [that we are able to accommodate] less than 3 days before the event.

If you have any questions about your order, please contact us at **612.331.3938** or at **catering@surdyks.com**



Re: Visit to University of Minnesota - October 2018

Sheldon Snook <ssnook@supremecourt.gov>

To: Laura Walton < lwalton@umn.edu>
Cc: Angela Tanner < angelat@umn.edu>

Mon, Sep 17, 2018 at 1:33 PM

Hi Laura,

I hope all is well. We've confirmed the names of the two guests Chief Justice Roberts was hoping could be included in the October 16 dinner: Minneapolis lawyer George W. Soule and his wife, Lisa McDonald. Mr. Soule has inquired if there was a possibility of adding a third person, his law partner Melissa Stull, who joined him for a meeting with the Chief Justice in 2013. I told Mr. Soule that I would run his request by the law school and let him know if Ms. Stull could be included.

Thanks for considering this and please let me know if you have any questions or if I can be of any further assistance.

Regards, Shelly

From: Laura Walton [mailto:lwalton@umn.edu] Sent: Monday, September 10, 2018 4:38 PM

To: Katie Byerly

Cc: Robert Stein; Angela Tanner; Sheldon Snook; Michael Shenkman; Jeffrey P. Minear; Kathy Arberg; Craig Carroll

[Quoted text hidden]

[Quoted text hidden]



2117 West River Road N. Minneapolis, MN 55411 | 612.331.3938 | catering@surdyks.com

EVENT ORDER

Roberts Lecture Social & Dinner Tuesday, October 16, 2018 at Northrop Founders Room

Prepared for U Of M Law School 229 19th Ave S | Minneapolis, MN 55455

Laura Walton (612) 624-1885 | Iwalton@umn.edu

Surdyk's Catering Rep: Michelle Rash

Description	Start	End	Guests	Eve	nt Space	
Plated Dinner	6:00 pm	8:30 pm	41 (Pln)	Four Roo	nders m	
Site Name	Site	Address				
Northrop Founders Room		hurch St SE, eapolis, MN				
Food/Service Items						
Food/Service Items				Price	Qty	Total
HORS D'OEUVRES BUFFET						
Priced per piece, 24 piece min	imum per vari	ety.				
Antipasti Skewers				2.50	30	75.00
Assorted varieties with ingredi GF	ents like salun	ni, boquerone	s, rustic cheeses, c	llives, pickled ve	egetables, and	l fresh herbs
Ricotta Bruschetta with Lei	mon. Laveno	ler Honev. T	hvme	2.00	30	60.00

PLATED D	INNER
----------	-------

FIRST COURSE

FIRST COURSE			
Seasonal Farmer's Market Green Salad Fall Seasonal Salad Spinach & Arugula with Shredded Beets, Roasted Butternut Squash, Manchego, as	6.00	41	246.00
bright Lemon-Coriander Vinaigrette. Rustic Breads with Whipped Butter	na rodstea	герназ, эстуса у	vidi d
MAIN COURSE			
Braised Beef Short Ribs with Olive Oil Mashed Potatoes, Roasted Tomato, and Fennel GF	32.00	16	512.00
Panko Crusted MN Walleye with Oven Potato Crisps, Heirloom Green Beans, and Meyer Lemon-Caper Sauce	26.00	21	546.00
Wild Mushroom Gnocchi with Sautéed Greens and Truffled Pecorino VEG	20.00	4	80.00
		WX	~
PLATED DESSERT		ap of	
Apple Tarte Tatin	6.00	20	120.00
with Honey Ice Cream			
Espresso Flourless Chocolate Torte	8.00	20	160.00
with Amaretto Crème Anglaise GF			
Coffee & Tea Service Per Person	2.00	41	82.00
Locally roasted, brewed coffee from B+W Roasters, Regular & Decaf, a selection half & half.		eaf teas, sweeter	ners, and

BAR INFORMATION

Hosted Bar Package for (1) Hour

8.00 30

240.00

Priced Per Guest Per Hour. Select Up to 4 Wines and Up to 5 Beers to Customize Your Bar, Spirits Available at an

Additional Cost, Hosted bar packages include sodas, still and sparkling water, compostable cups, and beverage napkins.

LABOR INFORMATION

All labor is estimated and billed portal to portal. Client will be billed for actual time worked. 4 hour minimum per staff person. Minimum of 2 staff people per event.

(1) Event Manager for 5.5 Hours	35.00	5.5	192.50
(1) Bartender/Server for 5.5 Hours	20.00	5.5	110.00
(2) Servers for 5.5 Hours	20.00	11	220.00
(1) Chef for Plating for 4 Hours	30.00	4	120.00

MISCELLANEOUS INFORMATION

Rental Linens- TBD

Black or white standard linens for dining tables.

Black stretch buffet and bar linens are included with all event orders.

Full Service Ware Package Per Person

5.00 41

205.00

To Include: China, Flatware, Dinner Glassware, White Linen Napkins, Votive Candles for Food Tables, Menu Cards for Plated Meals and Buffet Signage for Buffet Meals.

Bar Set Up Charge

150.00

1

150,00

A bar set up charge of \$150.00 will apply if the \$500.00 bar set up minimum is not met.

Notes

SITE CONTACTS

Laura Walton, U of M Law School

PURPOSE OF EVENT

Social & Dinner Following the Supreme Justice Roberts Lecture Hosted by the U of M Law School

VENDORS

None at This Time

NOTABLES

Rental Linens & Floral to be Included

EVENT TIMELINE - TENTATIVE

9/12/2018 - 11:12:30 AM

4:00pm Surdyk's Staff Arrives to Northrop

6:00pm Social Hour Begins in Founders Room, Bar & Buffet Open

6:30pm Social Ends, Guests Seated for Dinner Service

6:30pm Dinner Service Begins

8:30pm Dinner Service Ends, Guests Depart

SET UP STYLE Northrop to Provide Floor Plan

LINENS/TABLE SET Dependent Upon Floor Plan

Surdyk's Catering Planning Guidelines

Surdyk's Catering is excited to work with you on your event! Below are some of our policies and costs for your reference throughout the planning process. Please note all costs listed are before service charge and tax are applied.

LABOR

An 18% service charge is included in final total of all food, beverage and labor for full service catered events. Please note the service charge is taxable and is not considered a gratuity. Labor charges will also apply to your event dependent on your event's needs. Labor charges are estimated and based on the length of the event (to include set up and teardown timing) plus the estimated guest count. The client will be billed for the actual time worked. Labor charges are as follows:

Event Manager: \$35.00 Per Hour Service Staff: \$20.00 Per Hour Bartenders: \$20.00 Per Hour Chefs: \$30.00 Per Hour

SERVICE WARE

In order to make your event a complete success we will need to bring in the best quality wares and items needed to execute your event. To make this process easier for you we have put together packages that include all table ware items you will need.

BAR SET UP

We offer unique bar packages that we hope you will try! Please keep in mind that a \$150.00 bar set up charge will apply if the bar does not meet a \$500.00 minimum.

CAKE CUTTING

Our chefs produce delicious desserts; however, if you decide to bring in your own cake you can. We are happy to cut and plate the cake for you at a \$1.50 per person fee. All cakes must be brought in by a licensed cake vendor.

LATE CHANGE

We understand that things can change as your event date nears. If there are changes to the event such as a guest count increase or changes in the menu within 3 business days prior to the event a \$150.00 late change charge may apply. This cost will be added to your final invoice. Please note once your final guest count has been submitted that count cannot be decreased.

CANCELLATION POLICY

Hopefully we won't have to cancel your event but we know that situations arise and a cancellation may be unavoidable.

9/12/2018 - 11:12:30 AM

In those cases, the following policies apply:

Full Service Events: Deposits are non-refundable. In the event of a cancellation less than 3 weeks prior to the event, entire payment is non-refundable. If final payment has not been submitted, client will be invoiced for balance and charged 10% late payment charge if payment is not received by deadline as determined in contract.

Full Service Event Booking Process

After you have reviewed your full service catering proposal and/or have also done a tasting and are ready to book Surdyk's Catering please review the following:

Please contact your Surdyk's Catering sales representative to let them know you want to book as soon as you can so that way we can send you paperwork to begin to get the date reserved for you. When you are ready to book we will send you a contract and timeline for signature and deposit due one week from the date the contract and timeline were sent. Once you have submitted the signed contract and timeline along with the deposit then you will be officially booked with Surdyk's Catering. Please note Surdyk's Catering capacity is limited so if a date fills up we cannot guarantee availability for your event. If you are on hold and another client wants to book your spot we will alert you via email and give you a 24 hour first right of refusal notice (your sales person will explain that process to you if that happens). We will do our best to follow up with you as we hold your date but please note if we do not hear from you after numerous follow ups your hold will be removed. For any additional questions on this process please contact your Surdyk's Catering sales representative.

If you have questions about our planning guidelines feel free to contact us at 612-331-3938 or _catering@surdyks.com . L

*Surdyk's Policy, following food safety regulations, states that buffet food is intended to be eaten on site. No remaining food shall be taken to go. Thanks for helping us ensure the quality and safety of our service.

Subtotal	3,118.50 Paid	0.00 Pay Method	Card Number
Tax (8.025%)	268.78 Balance	3,948.61 Card Type	Expires
Serv Chg (18%	561.33	Card Holder	
Total Value	3,948.61	Signature	

2 22/10 Monnys

Client Signature	Date

. .

Thank you for your interest in Surdyk's Catering! We look forward to working with you.

Please note the following policies:

Cancellation - Drop Off Orders

In the event of a cancellation less than one week in advance, 50% of the order is refundable. Orders canceled less than 48 hours in advance are not eligible for a refund.

Cancellation - Serviced Events

Deposits are non-refundable. In the event of a cancellation less than 3 weeks in advance, entire payment is non-refundable. If final payment has not been submitted at this point, client will be invoiced for balance.

Late Change Fee - Serviced Events

A fee of \$150 will be applied to all serviced events with changes or increases [that we are able to accommodate] less than 3 days before the event.

If you have any questions about your order, please contact us at **612.331.3938** or at **catering@surdyks.com**

10/16/2018 Dinner Guest List for University of Minnesota Law School

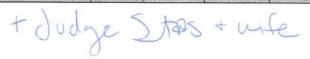
Chief Justice	John G. Roberts, Jr.						
	TBD	Guest of Chief Justice Roberts					
	TBD	Guest of Chief Justice Roberts					
Mr.	Michael Shenkman						
Dean	Garry W. Jenkins	Law School Dean					
Professor	Robert A. Stein	Law School Professor					
Mrs.	Sandra Stein	Wife of Robert Stein					
	Januara Stom	7 77110 01 (1000) (0.011)					
Mr.	Kushal Tantre	Family of Robert Stein					
Mr.	Owen Masica	Family of Robert Stein					
Mr.	Eric Kaler	President, University of Minnesota					
Mrs.	Karen Kaler	Wife of Eric Kaler					
Provost	Karen Hanson	Executive Vice President and Provost, University of Minnesota					
Mr.	Dennis Senchuk	Husband of Karen Hanson					
Mr.	David McMillen	Chair of the University of Minnesota Board of Regents; Law School Cla					
Mrs.	David McMillan McMillan	of 1987					
, Vice President		Wife of David McMillan					
	Walter F. Mondale	Law School Class of 1956					
Justice Chief Judge	David Lillehaug John R. Tunheim	Guest of Walter Mondale; Justice, Minnesota Supreme Court					
Chief Judge		Chief U.S. District Judge, District of Minnesota					
Mrs. Chief Justice	Kathy Tunheim	Wife of John Tunheim					
	Lorie Skjerven Gildea	Chief Justice, Minnesota Supreme Court Governor of Minnesota					
Governor	Mark Dayton						
Constan	Dayton's guest	Guest of Mark Dayton					
Senator	Amy Klobuchar	Senator for Minnesota					
Mr.	John Bessler	Husband of Amy Klobuchar					
Senator	Tina Smith	Senator for Minnesota					
Mr.	Archie Smith	Husband of Tina Smith University of Minnesota Carlson School of Management Class of 1968:					
Mr.	John Lindahl	donor of the Lindahl Founders Room (dinner location)					
Mrs.	Nancy Lindahl	University of Minnesota College of Education and Human Development Class of 1968; donor of the Lindahl Founders Room					
Mr.	Robert J. Owens	Retired Vice President & Editor-in-Chief, West Publishing (Thomson Reuters); Law School Class of 1969					
Chief Justice	Kathleen Blatz	Retired Chief Justice, Minnesota Supreme Court; Law School Class of 1984					
Mr.	Vance Opperman	Founder, Key Investment; Law School Class of 1969					
Mr.	Darin Opperman	Guest of Vance Opperman					
Ms.	Karin Birkeland	Former Partner, The Trust for Public Land; Law School Class of 1987					
Mr.	Lee Mitau	Retired Executive Vice President, US Bank; Law School Class of 1972					
Judge	David Stras	US Circuit Judge, Eighth Circuit Court of Appeals					
Mrs.	Mrs. Stras	Wife of Judge David Stras					

ount	Envelope	Salutation	Name	Affiliation	Invite sent - Y/N?	RSVP to Dinner	Need ticket(s)?	Menu Selection/ special diet considerations	Email Address	Mailing Address
	1	Chief Justice	John G. Roberts, Jr.		NA	Yes	No		NA	NA
	2		TBD	Guest of Chief Justice Roberts			Yes			
	3		TBD	Guest of Chief Justice Roberts	0		Yes			
-	4	Mr.	Michael Shenkman	Servin 12	NAL		Yes		NA	NA
	5	Dean	Garry W. Jenkins	Law School Dean	NA	Yes	Yes		NA	NA
	6	Professor	Robert A. Stein	Law School Professor	NA	Yes	Yes		NA	NA
	7	Mrs.	Sandra Stein	Wife of Robert Stein		Yes	Yes		sandrahstein@aol.com	NA
	8						- to			
	9									
-	10							32		
	11									
	12									
,	13									
	14									
	15							-		
	16									
ŝ	17	Mr.	Eric Kaler	President, University of Minnesota		Yes	Yes		upres@umn.edu, btoskey@umn.edu, jreuvers@umn.edu	202 Morrill Hall 10 Church Street S.E University of Minnesota Minneapolis, MN 55455
	18	Mrs.	Karen Kaler	Wife of Eric Kaler		Yes	Yes		NA NA	NA
	19	Provost	Karen Hanson	Executive Vice President and Provost, University of Minnesota		1100	Yes		apesch@umn.edu	234 Morrill Hall 10 Church Street Se Minneapolis, MN, 55455
	20	Mr.	Dennis Senchuk	Husband of Karen Hanson			Yes	1	NA	NA
	21	Mr.	David McMillan	Chair of the University of Minnesota Board of Regents; Law School Class of 1987			yes		dmcmillan@umn.edu, bpalmer@umn.edu	Board of Regents 600 McNamara Alumni Center 200 Oak Street S.E. Minneapolis, MN 55455
	22	Mrs.	McMillan	Wife of David McMillan			yes		NA	NA
	23	Vice President	Walter F. Mondale	Law School Class of 1956		yes	yes		monda006@umn.edu, Pedersen. Lynda@dorsey.com	Dorsey & Whitney 50 S 6th Street Suite 1500 Minneapolis, MN 55402
				Guest of Walter Mondale;						
	24 The Hanaratia	lustics	David Lillohous	Justice, Minnesota Supreme		Vos	1,000		NA	NA
	24 The Honorable 25 The Honorable		John R. Tunheim	Court Chief U.S. District Judge, District of Minnesota		yes	yes		jtunheim@gmail.com, julie_krones@mnd. uscourts.gov	704 Third Street South Stillwater, 55082
	26	Mrs.	Kathy Tunheim	Guest of John Tunheim			Yes		NA	
	27 The Honorable		Lorie Skjerven Gildea	Chief Justice, Minnesota Supreme Court	no guest?	Yes	yes		Lorie.Gildea@courts. state.mn.us; Ginger. Meyer@courts.state. mn.us	25 Rev. Dr. Marti Luther King Jr. Bl St. Paul , MN 551

No

Count	Envelope	Salutation	Name	Affiliation	Invite sent - Y/N?	RSVP to Dinner	Need ticket(s)?	Menu Selection/ special diet considerations	Email Address	Mailing Address
28	3	Governor	Mark Dayton	Governor of Minnesota			yes	1	gov.schedule@state.	Office of Governor Mark Dayton 130 State Capitol 75 Rev Dr. Martin Luther King Jr. Blvd St. Paul, MN 55155
29	9		Dayton's guest	Guest of Mark Dayton			Yes		NA	NA
30		Senator	Amy Klobuchar	Senator for Minnesota			Yes		https://www.klobuchar. senate. gov/public/index. cfm/email-amy	302 Hart Senate Office Building Washington, DC 20510
31	1	Mr.	John Bessler	Husband of Amy Klobuchar			Yes		NA	NA
32		Senator	Tina Smith	Senator for Minnesota	/		Yes		https://www.smith. senate. gov/content/contact- senator	309 Hart Senate Office Building Washington, DC 20510
33	3	Mr.	Archie Smith	Husband of Tina Smith			Yes		NA	NA
34		Mr.	John Lindahl			yes	Yes		jlindahl@nep.com	3222 Robinson Bay Rd. Wayzata, MN 55391
35	5	Mrs.	Nancy Lindahl			yes	Yes		nancy@jnlindahl.com	NA
36	3	Mr.	Robert J. Owens	Ret. VP, Editor-in-Chief, West Publishing (Thomson Reuters); Law School Class of 1969	no guest		Yes		Rjowens98@aol.com	316 Westwood Drive North Minneapolis, MN 55422
37	7 The Honorable	Chief Justice	Kathleen Blatz	Retired Chief Justice, Minnesota Supreme Court; Law School Class of 1984	no guest		Yes		kathleenblatz@msn.cor	7075 Highway 12 Maple Plain, MN 55359
38		Mr.	Vance Opperman	Founder, Key Investment; Law School Class of 1969			Yes		ment.com	225 South Sixth Street, Suite 5200 Minneapolis, MN 55402
39	9	Mr.	Darin Opperman	Guest of Vance Opperman			Yes		NA	NA
4(0	Ms.	Karin Birkeland	Fmr Partner, The Trust for Public Land; Law School Class of 1987			Yes		Birke007@umn.edu,	1908 Girard Avenu South Minneapolis, MN 55403
4	1	Mr.	Lee Mitau	Ret. EVP US Bank; Law School Class of 1972			Yes		Irmitau@hotmail.com	NA
	2 The Honorable	-	David Stras	US Circuit Judge, Eighth Circuit Court of Appeals			Yes		david.stras@courts. state.mn.us	233 Northgate Rd Wayzata, MN 5539
4:	-	Mrs.	Mrs. Stras	Wife of Judge David Stras			Yes		NA	NA
N/		Mr.	Kevin Yi Qian			No	Ne			
N/	+	Mrs.	Yi-Qian			No	Ne			
14	4	Mr	Andrew Gildea	Husband of Lorie Skjerven- Gildea	HU-LET	No	no			

Count	Envelope	Salutation	Name	Affiliation	RSVP to	Menu Selection/ special diet considerations	Need ticket(s)?	Sent Reminder	Invite sent -	Email Address	Mailing Address	Notes/Contact person
	1	Chief Justice	John G. Roberts, Jr.				No					
	2	Mrs.	Jane Roberts				Yes					
	3		TBD	Guest of Chief Justice Roberts			Yes					
	4		TBD	Guest of Chief Justice Roberts			Yes					
	5	Mr.	Michael Shenkman				Yes		-			
	6	Dean	Garry W. Jenkins	Law School Dean			Yes					
	7	Professor	Robert A. Stein	Law School Professor			No					
	8	Mrs	Sandra Stein	Wife of Robert Stein			Voc					
							*****		1.1			
							-	+611	tin da	12612 Joc	5 Gam	199
								1	IN acas	- Water	11000	
								1/1/2	the +	10stm	avands	ma 1
							-)		1	
		1		President, University of								
	15	Mr.	Eric Kaler	Minnesota	Yes		Yes					
	16	Mrs.	Karen Kaler	Wife of Eric Kaler	Yes		Yes					
	17	Provost	Karen Hanson	Executive Vice President and Provost, University of Minnesota			Yes					
	18	Mr.	Dennis Senchuk	Husband of Karen Hanson		_	Yes				-	
		1		Chair of the University of		-	103					
	19	Mr.	David McMillan	Minnesota Board of Regents; Law School Class of 1987			yes					
	20	Mrs.	McMillan	Wife of David McMillan			yes					
	21	Vice President	Walter F. Mondale	Law School Class of 1956	yes		yes					
	22 The Honorable	Justice	David Lillehaug	Guest of Walter Mondale; Justice, Minnesota Supreme Court	yes		yes					
	23 The Honorable	Chief Judge	John R. Tunheim	Chief U.S. District Judge, District of Minnesota			Yes					
	24	Mrs.	Kathy Tunheim	Guest of John Tunheim	/		Yes					
	25 The Honorable	Chief Justice	Lorie Skjerven Gildea	Chief Justice, Minnesota Supreme Court	Yes		yes					
	26	Governor	Mark Dayton	Governor of Minnesota			yes					
	27		Dayton's guest	Guest of Mark Dayton			Yes					
	28	Senator	Amy Klobuchar	Senator for Minnesota			Yes					
	29	Mr-	John Bessler	Husband of Amy Klobuchar			Yes					
	30	Senator	Tina Smith	Senator for Minnesota			Yes					
	31	Mr.	Archie Smith	Husband of Tina Smith			Yes					
	32	Mrs.	Nancy Lindahl		yes	//	Yes					
	33	Mr.	John Lindahl		1202		Yes					
	34	Mr.	Robert J. Owens	Law School Class of 1969	0		?		no guest			
	35 The Honorable	Chief Justice	Katalana Stata	Retired Chief Justice, Minnesota Supreme Court;								
	16 Ine Honorable	-	Kathleen Blatz	Law School Class of 1984			,		no guest			
	37	Mr.	Vance Opperman	Law School Class of 1969			?		-			
	27		Darin Opperman	Guest of Varice Opperman			?					
	-	Ms.	Karin Birkeland	Law School Class of 1987			?					
iniange in the co	A	Mr.	Lee Mitau	Law School Class of 1972	City III In the land		7	CONTRACTOR OF THE PARTY OF THE				
, A		A STANSFORM THE PROPERTY OF TH	Kevin Yi-Qion		No		No	HER THE HOUSE				
, A		Hro-	Vi Qlan		No		No	5 x 3 x 20 x				
N	A .	Mfr	Andrew Glidea	Historia of Lorio Shippings Gildeo	No		но					







	Envelope	Salutation	Name	Affiliation
Ľ		Chief Justice	John G. Roberts, Jr.	
2		Mrs.	Jane Roberts	
3		Mr.	Michael Shenkman	
4		Dean	Garry W. Jenkins	Law School Dean
5		Professor	Robert A. Stein	Law School Professor
6		Mrs.	Sandra Stein	Wife of Robert Stein
7				
8				
9				
10				
11				
12				
13		Provost	Karen Hanson	Executive Vice President and Provost of the University of Minnesota
14		Mr.	Dennis Senchuk	Husband of Karen Hanson
15		Mr.	David McMillan	Chair of the University of Minnesota Board of Regents; Law School Class of 1987
6		Mrs.	McMillan	Wife of David McMillan
17		Vice President	Walter F. Mondale	Law School Class of 1956
18		Justice	David Lillehaug	Guest of Walter Mondale; Justice, Minnesota Supreme Court
19	The Honorable	Chief Justice	Lorie Skjerven Gildea	Chief Justice, Minnesota Supreme Court
20		Governor	Mark Dayton	Governor of Minnesota
21			Dayton's guest	Guest of Mark Dayton
22		Senator	Amy Klobuchar	Senator for Minnesota
23		Mr.	John Bessler	Husband of Amy Klobuchar
24		Senator	Tina Smith	Senator for Minnesota
25		Mr.	Archie Smith	Husband of Tina Smith
26		Mrs.	Nancy Lindahl	
27		Mr.	John Lindahl	
28		Mr.	Robert J. Owens	Law School Class of 1969
29	The Honorable	Chief Justice	Kathleen Blatz	Retired Chief Justice, Minnesota Supreme Court; Law School Class of 1984
30		Mr.	Vance Opperman	Law School Class of 1969
1		Mr.	Darin Opperman	Guest of Vance Opperman
32		Ms.	Karin Birkeland	Law School Class of 1987
33		Mr.	Lee Mitau	Law School Class of 1972

34	The Honorable	Chief Judge	John R. Tunheim	Chief U.S. District Judge, District of Minnesota
35		Mrs.	Kathy Tunheim	Guest of John Tunheim
36		Ms.	Kelly Lawden	FBA
37	The Honorable	Judge	Joan N. Ericksen	District Judge, District of Minnesota
38	The Honorable	Judge	Patrick J. Schiltz	District Judge, District of Minnesota
39	The Honorable	Judge	Susan Richard Nelson	District Judge, District of Minnesota
40	The Honorable	Judge	Willheimina M. Wright	District Judge, District of Minnesota
41	The Honorable	Judge	Donald D. Alsop	District Judge, District of Minnesota
42	The Honorable	Judge	David S. Doty	District Judge, District of Minnesota
43	The Honorable	Judge	Paul A. Magnuson	District Judge, District of Minnesota
44	The Honorable	Judge	Richard H. Kyle	District Judge, District of Minnesota
45	The Honorable	Judge	Michael J. Davis	District Judge, District of Minnesota
46	The Honorable	Judge	Ann D. Montgomery	District Judge, District of Minnesota
47	The Honorable	Judge	Donovan W. Frank	District Judge, District of Minnesota
48	The Honorable	Judge	David R. Stras	U.S. Court of Appeals for the Eighth Circuit
49	The Honorable	Judge	James B. Loken	U.S. Court of Appeals for the Eighth Circuit
50		Ms.	Kate Fogarty	Chief Judge Tunheim's Clerk

⁺¹⁵ guests = 65

	Envelope	Salutation	Name	Affiliation	RSVP to Dinner
1		Chief Justice	John G. Roberts, Jr.		
2		Mrs.	Jane Roberts		
3		Mr.	Jeff Minear		
4		Mr.	Sheldon Snook		
5		Mr.	Michael Shenkman		
6		Dean	Garry W. Jenkins	Law School Dean	
7		Professor	Robert A. Stein	Law School Professor	
8		Mrs.	Sandra Stein	Wife of Robert Stein	
9			H		
10		Name :	Ę.		
11		Nem .	П		
12		N	I TOTAL TOTA		
13			\$		
14		N			
15		Provost	Karen Hanson	Executive Vice President and Provost of the University of Minnesota	
16		Mr.	Dennis Senchuk	Husband of Karen Hanson	
17		Mr.	David McMillan	Chair of the University of Minnesota Board of Regents; Law School Class of 1987	
18		Mrs.	McMillan	Wife of David McMillan	
19		Vice President	Walter F. Mondale	Law School Class of 1956	
20			Mondale's guest	Guest of Walter Mondale	
21		Mr.	Kevin Yi Qian	graduile	
22		Mrs.	Yi Qian	redion whedre	
23	The Honorable	Chief Judge	John R. Tunheim	Chief U.S. District Judge, District of Minnesota	
24		Mrs.	Kathy Tunheim	Guest of John Tunheim	
25	The Honorable	Chief Justice	Lorie Skjerven Gildea	Chief Justice, Minnesota Supreme Court	Yes
26		Mr.	Andrew Gildea	Husband of Lorie Skjerven Gildea	No
27		Governor	Mark Dayton	Governor of Minnesota	
28			Dayton's guest	Guest of Mark Dayton	
29		Senator	Amy Klobuchar	Senator for Minnesota	
30		Mr.	John Bessler	Husband of Amy Klobuchar	
31		Senator	Tina Smith	Senator for Minnesota	
32		Mr.	Archie Smith	Husband of Tina Smith	

33		Mrs.	Nancy Lindahl	
34		Mr.	John Lindahl	
35		Mr.	Robert J. Owens	Law School Class of 1969
36	The Honorable	Chief Justice	Kathleen Blatz	Retired Chief Justice, Minnesota Supreme Court; Law School Class of 1984
37		Mr.	Vance Opperman	Law School Class of 1969
38		Mr.	Darin Opperman	Guest of Vance Opperman
39		Ms.	Karin Birkeland	Law School Class of 1987
40		Mr.	Lee Mitau	Law School Class of 1972
		Mr.	Michael Ciresi	Law School Class of 1971
		Mrs.	Ann Ciresi	Wife of Michael Ciresi
		Mr.	James Chosy	Law School Class of 1989
		Mrs.	Julianne Chosy	Wife of James Chosy
41	The Honorable	Judge	Wilhelmina Wright	U.S. District Judge, District of Minnesota
42			Wright's guest	Guest of Wilhelmina Wright
43	The Honorable	Judge	Michael Davis	U.S. District Judge, District of Minnesota
44			Davis' guest	Guest of Michael Davis
45	The Honorable	Justice	Natalie Hudson	Justice, Minnesota Supreme Court , alum
46			Hudson's guest	Guest of Natalie Hudson

2018 STEIN LECTURE SUGGESTED ALUMNI INVITATIONS:

Mr. Robert J. Owens '69

Ret. VP, Editor-in-Chief, West Publishing (Thomson Reuters) Rjowens98@aol.com 763-377-9215 316 Westwood Drive North Minneapolis, MN 55422

Hon. Kathleen Blatz '84

Fmr. Chief Justice Minnesota Supreme Court kathleenblatz@msn.com 612-751-3564 7075 Highway 12 Maple Plain, MN 55359

Vance '69 & Darin Opperman

Founder, Key Investment
vopperman@keyinvestment.com
612-333-6700
225 South Sixth Street, Suite 5200
Minneapolis, MN 55402

Ms. Karin Birkeland '87 & Mr. Lee Mitau '72

Fmr. Trust for Public Land, Ret. EVP US Bank Birke007@umn.edu, Irmitau@hotmail.com 612-303-0891, 612-377-1336 1908 Girard Avenue South Minneapolis, MN 55403

ADDITIONAL INVITATION OPTIONS:

Michael '71 & Ann Ciresi

Mgr. Partner, Ciresi Conlin LLP
mvc@ciresiconlin.com
612-361-8201
225 South Sixth Street, Suite 4600
Minneapolis, MN 55402

James '89 & Julianne Chosy

General Counsel, US Bank jjchosy@comcast.net 612-303-7991 3815 Abbott Avenue South Minneapolis, MN 55410

How to Address Judges/Justices

FEDERAL COURTS

Addressee	Exterior of Letter/Envelope	Salutation
U.S. Supreme Court		
The Chief Justice	The Honorable (full name)	Dear Chief Justice:
	Chief Justice	
	Supreme Court of the United States	
Associate Justice	The Honorable (full name)	Dear Justice:
	The Supreme Court of the United States	
U.S. Court of Appea	ls in the state of	Case Suenta Form of the control of the second second
Chief Judge	The Honorable (full name)	Dear Chief Judge:
	Chief Judge	
	United States Court of Appeals for the	
Judge or Senior Judge	The Honorable (full name)	Dear Judge:
	United States Court of Appeals for the	ACCA . D
U.S. District Court, i	neluding Bankruptey	
Chief Judge	The Honorable (full name)	Dear Chief Judge:
	Chief Judge	
	United States District Court for the	
Chief Magistrate Judge	The Honorable (full name)	Dear Chief Magistrate Judge:
1000	Chief Magistrate Judge	40 000,90
	United States District Court for the	
Judge or Senior Judge	The Honorable (full name)	Dear Judge:
	United States District Court for the	
Magistrate Judge	The Honorable (full name)	Dear Judge:
	Magistrate Judge	
	United States District Court for the	
Other Federal Court	Control and a second control a	
Chief Judge	The Honorable (full fame)	Dear Chief Judge:
	Chief Judge	
	Name of Court	
Judge or Senior Judge	The Honorable (full name)	Dear Judge:
	Name of Court	

STATE COURTS

Addressee	Exterior of Letter/Envelope	Salutation	
Highest State Cour	t in the second		
Chief Justice	The Honorable (full name) Chief Justice Supreme Court of (State name)	Dear Chief Justice:	
Justice	The Honorable (full name) Supreme Court of (State name)	Dear Justice:	
Other State Courts			
Chief Judge	The Honorable (full name) Chief Judge Name of Court	Dear Chief Judge:	
Judge The Honorable (full name) Name of Court		Dear Judge:	

University of Minnesota

Twin Cities Campus

Law School

Walter F. Mondale Hall 229 - 19th Avenue South Minneapolis, MN 55455

On behalf of the University of Minnesota Law School Dean David Wippman and Professor Robert A. Stein cordially invite you and a guest to join them for a dinner welcoming U.S. Supreme Court Justice Antonin Scalia

> Tuesday, October 20, 2015 at 7:00 p.m. Lindahl Founders Room, Northrop Auditorium

At 4:00 p.m. Justice Scalia will deliver the 2015 Stein Lecture at Northrop Auditorium. We will happy to reserve a ticket for you and your guest to the lecture.

Please RSVP at your earliest convenience to lawevent@umn.edu or by calling 612-624-1885 to indicate if you would like tickets to the lecture and whether you are able to join us for dinner.

Include your name, your guest's name, and your dinner selections (Alaskan Wild Caught Salmon, Beef Tenderloin or Vegetarian).



PLATED DINNERS AT NORTHROP

Fall & Winter Events

Shared Starters for the Table

priced per table; each serves 6-8 guests

Cheese & Salumi Board 60.
Served with Fresh Fruits, Olives, Baguette, and Crackers

Dips Trio with Crudités, Crisp Flatbreads, and Baguette 40. Red Pepper Hummus, Whipped Ricotta with Lemon & Thyme, and Spinach-Artichoke Dip

Individual Starters

Arugula with Orange Segments, Pomegranate Seeds, Goat Cheese, and Citrus Vinaigrette 6.

Mixed Greens with Roasted Squash, Manchego, Toasted Pumpkin Seeds, and Sherry Vinaigrette 6.

Entrées

Tarragon Chicken with Wild Mushrooms 22.
Served with Mashed Potatoes and Seasonal Vegetables

Red Wine Braised Beef Short Ribs 30. Served with Mashed Potatoes and Seasonal Vegetables

Fennel-Spiced Porchetta 26.
Served with Creamy Lemon Risotto and Seasonal Vegetables

Herb-Crusted MN Walleye with Preserved Lemon Remoulade 26. Served with Roasted New Potato "Chips" and Seasonal Vegetables

Roasted Salmon with Lemon-Dill Sauce 28.
Served with Mashed Potatoes and Seasonal Vegetables

Vegetable Gnocchi 20. Butternut Squash, Spinach, Sage, and Parmigiano Reggiano

Shared Desserts for the Table priced per table; each serves 6-8 guests

Bite-Sized Brownies and Chocolate Covered Strawberries 40.

Assorted Cupcakes 40.

Bite-Sized Cookies & Bars 30.

Individual Desserts

Dulce de Leche Cheesecake 6.

Dark Chocolate Torte with Raspberries 6.

Spiced Apple Tart 6.



PLATED DINNERS AT NORTHROP

Fall & Winter Events

Shared Starters for the Table

priced per table; each serves 6-8 guests

Cheese & Salumi Board 60.
Served with Fresh Fruits, Olives, Baguette, and Crackers

Dips Trio with Crudités, Crisp Flatbreads, and Baguette 40.

Red Pepper Hummus, Whipped Ricotta with Lemon & Thyme, and Spinach-Artichoke Dip

Individual Starters

Arugula with Orange Segments, Pomegranate Seeds, Goat Cheese, and Citrus Vinaigrette 6.

Mixed Greens with Roasted Squash, Manchego, Toasted Pumpkin Seeds, and Sherry Vinaigrette 6.

Entrées

Tarragon Chicken with Wild Mushrooms 22.
Served with Mashed Potatoes and Seasonal Vegetables

Red Wine Braised Beef Short Ribs 30. Served with Mashed Potatoes and Seasonal Vegetables

Fennel-Spiced Porchetta 26.
Served with Creamy Lemon Risotto and Seasonal Vegetables

Herb-Crusted MN Walleye with Preserved Lemon Remoulade 26. Served with Roasted New Potato "Chips" and Seasonal Vegetables

> XRoasted Salmon with Lemon-Dill Sauce 28. Served with Mashed Potatoes and Seasonal Vegetables

Vegetable Gnocchi 20.
Butternut Squash, Spinach, Sage, and Parmigiano Reggiano

Shared Desserts for the Table priced per table; each serves 6-8 guests

Bite-Sized Brownies and Chocolate Covered Strawberries 40.

Assorted Cupcakes 40.

Bite-Sized Cookies & Bars 30.

Individual Desserts

Dulce de Leche Cheesecake 6.

X Dark Chocolate Torte with Raspberries 6.

X Spiced Apple Tart 6.

STATIONARY HORS D'OEUVRES

Priced per piece, 24 piece minimum per variety

COOL -

Ricotta Bruschetta

with lemon, lavender honey, and thyme \$2 with tomato, crispy pancetta, and basil \$2,5

Salumi Bruschetta \$2.5

Prosciutto, salami, coppa and more with arugula and inspired accompaniments

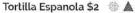
Antipasti Skewers \$2,5

Assorted varieties with ingredients like salumi, boquerones, rustic cheeses, olives, pickled vegetables, and fresh herbs

Tomato-Mozzarella Skewers with Basil Pesto \$2

Grilled Vegetable Skewers with Italian Salsa Verde \$2 💮 🛦 🦳





The quintessential Spanish tapa, served with smoky romesco and pickled pipparas

Mini Ficelle Sandwiches \$4

Our classic salami and prosciutto skinny baguette sandwich perfectly sized for parties and individually wrapped; vegetarian options available on request

Finger Sandwiches \$2

Turkey & Brie with lingonberry Ham & Gruyere with cornichons and dijon Salami & Fresh Mozzarella with marinated peppers and basil aioli Rare Roast Beef with watercress and horseradish-dijon aioli Local Chevre & Grilled Vegetables with arugula

WARM -

Cocktail Meatballs

Ginger Beef w/ lingonberry bbq sauce \$2 Moroccan Spiced Lamb w/ mint tahini yogurt sauce \$3

Lump Crab Cakes w/ Creole Remoulade \$3

Taleggio-Risotto Cakes w/ Truffled Aioli \$2

Meyer Lemon, Chevre, and Fresh Pea Risotto Cakes with Basil Aioli \$2

Crispy Salmon Cakes w/ Aioli Verde \$3

Grilled Chicken Skewers w/ Apple-Chipotle Glaze \$2.5 @ 🛦

Lime-Cilantro Peanut Chicken Skewers \$2.5 @ A

Grilled Steak Skewers w/ Chimichurri \$3 🏶 🛦

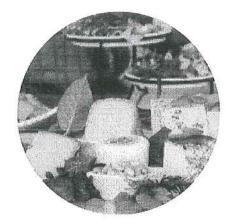
Shrimp & Scallion Skewers w/ Moroccan Charmoula \$3.5 @ 🛦

Grilled Curried Lamb Skewers w/ Cucumber-Mint Raita \$3 🤴

Crispy Strudel Bites \$2

Mushroom & Ricotta or Spinach & Feta

Indian-Spiced Vegetable Samosas \$2



STATIONARY HORS D'OEUVRES

Priced per piece, 24 piece minimum per variety

COOL -

Ricotta Bruschetta

with lemon, lavender honey, and thyme \$2 with tomato, crispy pancetta, and basil \$2.5

Salumi Bruschetta \$2.5

Prosciutto, salami, coppa and more with arugula and inspired accompaniments

Antipasti Skewers \$2.5

Assorted varieties with ingredients like salumi, boquerones, rustic cheeses, olives, pickled vegetables, and fresh herbs

Tomato-Mozzarella Skewers with Basil Pesto \$2

Grilled Vegetable Skewers with Italian Salsa Verde \$2 @ 🛦 🦈



The guintessential Spanish tapa, served with smoky romesco and pickled pipparas

Mini Ficelle Sandwiches \$4

Our classic salami and prosciutto skinny baquette sandwich perfectly sized for parties and individually wrapped; vegetarian options available on request

Finger Sandwiches \$2

Turkey & Brie with lingonberry Ham & Gruyere with cornichons and dijon Salami & Fresh Mozzarella with marinated peppers and basil aioli Rare Roast Beef with watercress and horseradish-dijon aioli Local Chevre & Grilled Vegetables with arugula

WARM -

Cocktail Meatballs

Ginger Beef w/ lingonberry bbq sauce \$2 Moroccan Spiced Lamb w/ mint tahini yogurt sauce \$3

Lump Crab Cakes w/ Creole Remoulade \$3

Taleggio-Risotto Cakes w/ Truffled Aioli \$2

Meyer Lemon, Chevre, and Fresh Pea Risotto Cakes with Basil Aioli \$2

Crispy Salmon Cakes w/ Aioli Verde \$3

Grilled Chicken Skewers w/ Apple-Chipotle Glaze \$2.5 @ 🛦

Lime-Cilantro Peanut Chicken Skewers \$2.5 🏶 🛕

Grilled Steak Skewers w/ Chimichurri \$3 🌼 🛦

Shrimp & Scallion Skewers w/ Moroccan Charmoula \$3.5 @ 🛦

Grilled Curried Lamb Skewers w/ Cucumber-Mint Raita \$3

Crispy Strudel Bites \$2

Mushroom & Ricotta or Spinach & Feta

Indian-Spiced Vegetable Samosas \$2



SURDYK'S CATERING

EVENT PLANNING & PARTIES

2117 West River Road N. Minneapolis, MN 55411 612.331.3938 // catering@surdyks.com



INVOICE

Client/Organization	Event Date	Booking Tel	Booking Email	Event # E01389
U Of M Law School	10/17/2016 (Mc	(612) 624-1885	Iwalton@umn.edu	
Address		Booking Contact	Sales Rep	Guests
229 19th Ave S		Laura Walton	Abby Dunne	30 (Pln)

Venue Description	Start	End	Delivery			
Plated Dinner	5:45 pm	9:00 pm	5:00 pm			
Site Name		Site A	ddress	Site Telep	hone	
Northrop Found	ers Room	84 Ch MN 55		60, Minneapolis, (612) 625	5-5000	
Food/Service Food/Service Ite				Price	Qty	Total
selection of wine water, still water	es from around , and sodas.	the world, sele	er, plus a few importa cted by Surdyk's ex	ant crowd pleasers as well a pert wine staff. All Hosted E	Bars also incl	ude sparkling
Tier 2 Service fo				23.00	30	690.00
Antipasti Skewei	rs	-	Boquerones, Rustic	2.50 Cheese, Olives, Pickled Ve	30 getables, an	75.00 d Fresh Herbs
emon, Lavenda	r Honey, and	Thyme Ricotta	Bruschetta (VEG)	2.00	30	60.00
STARTERS:						
Seasonal Green	Salad with Vin	aigrette (GF/VI	EG)	6.00	30	180.00
MAIN COURSE -	HEARTY FARE					

10/13/2016 - 10:14:19 AM

Grilled Salmon with Hasselbeck Potatoes, Asparagus, and Dill-Aquavit Creme Fraiche	26.00	13	338.00
Filet Mignon with Pommes Anna, Haricots Verts, and Peppercorn Sauce	36.00	23	828.00
Asparagus, Romanesco, and Cherry Tomato Risotto (GF/VEG) with Mascarpone and Parmigiano Reggiano	18.00	2	36.00
PLATED DESSERTS:			
Strawberry Shortcake with Whipped Cream (VEG)	6.00	12	72.00
Flourless Chocolate Torte with Raspberries (GF/VEG)	6.00	12	72.00
Simple Fruit Cup No Pineapple or Grapes	3.50	6	21.00
BEVERAGES OFFERED WITH DESSERT COURSE			
B+W Coffee, Small (serves 12-16) Locally roasted, brewed coffee from B+W roasters, with sweeteners and half & half.	30.00	1	30.00
Mighty Leaf Hot Tea, Small (serves 12-16) An assortment of green, black, and herbal teas, with sweeteners	30.00	1	30.00
SERVICE & MISC.			
(1) Event Manager for 6 hours	35.00	6	210.00
(3) Servers for 6 hours each	25.00	18	450.00
(1) Bartender for 6 hours	25.00	6	150.00
Chef (flat rate) Flat rate per person	150.00	1	150.00
Plated Meal Wares Package Includes china, glassware, flatware, standard white linen tablecloths and napkins, vo	6.00 tives, and	30 I menus	180.00
Table and Special Request Linen Rentals	225.68	1	225.68
Rental Company Delivery Fee	120.00	1	120.00
10/13/2016 - 10:14:19 AM			Page 2 of 3

Flower Arrangements	276.75	1	276.75
Jelivery - Surdyk's	30.00	1	30.00

Subtotal	4,224.43	Total Value	5,265.82
Tax (7.775%)	280.99	Paid	2,499.00
Serv Chg (18%)	760.40	Balance	2,766.82
Gratuity (0%)	0.00		

Payments Made						
Payment	Date	Method	Card Number	Card Holder	Check Date	Check #
2,499.00	10/13/2016	Credit Card		Laura Walton	0	

Thank you for your order! We look forward to making this a memorable event. If you have any questions or changes to your order, please notify us immediately.

10/13/2016 - 10:14:19 AM

TAB M

Northrop Setup Request for 10/16/2018

The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States

Contact: Laura Walton, lwalton@umn.edu, 612-624-1885

General Questions

- How do we request concessions before the lecture? Is that through Surdyk's?
- We have requested it.
- We'd like to hire ASIA security again
 - What are ASIA's typical instructions or am I supposed to prepare those?
- We have requested it 4 guards. One at each east & west ground entrance to backstage. One at each east & west stage box in the theater. US Marshalls may have another idea.
- We'd also like to hire EMS Done.
- Could coat check be open on both the East & West sides or do you find one is enough?
- Both
 - We've asked guests not to bring bags, backpacks or cell phones. I don't want to deal with checking cell phones though so if someone brings one up they can be told to turn it off and stick it in their pocket during the event. Yes.

If it's expected to rain that day, I'll add not to bring umbrellas in their event reminder

- When will coat check open and close? 2:00 pm -6:30 pm
- For past events we had communicated "If you are being dropped off in front of Northrop for accessibility, inform a police officer on duty on Church Street and follow the "Accessibility Drop-off" signs." Is this still your procedure? Yes.
- The K9 sweep will be at 2pm. Security has requested that all room setups be done by the time they do the sweep. It is fine for Northrop and Surdyk's staff to be in the spaces afterwards, just not the general public. Ok.
- Request for usher assignments:
 - o check for bags and cell phones entering auditorium. Stop bags and tell people cell phones must be put away
 - Fill the main floor first, late seating is allowed in the balconies. Yes
 - help fill seats at 3:45 pm, seats are not allowed to be saved after this time. Yes.
 - Press will have their own section on the West side of auditorium, may have 1-2 broadcast cameras in that area. Where? Seats or the Stage Box?
 - Overflow seating in Best Buy Theater and at hallway monitors
 - 4pm close doors to auditorium
 - o Will Ushers be present in the auditorium throughout event or do they sit outside? Outside
 - o How many are hired?
- ner Upm We would like to do two "Voice of God" pre-recorded announcements as well as the chimes at 3:50 pm, 3:55 pm, and 3:58 pm. Announcements are below: being recorded Monday.
 - o Pre-recorded Announcement at 3:45pm

We'd like to welcome you to The 2018 Stein Lecture with John G. Roberts, Jr., Chief Justice of the United States.

All tickets for this lecture have been claimed and we encourage you to take your seats at this time. No unfilled seats will be allowed to be saved.

Today's event will follow rules of courtroom decorum. No purses, backpacks, bags, or recording devices are allowed in the lecture hall. All cell phones should be turned off and put away.

Thank you for your cooperation. The lecture will begin in 15 minutes.

 Pre-recorded Announcement at 4:00pm (or can this be done on queue in case we're not ready?) Already have this

Ladies and Gentlemen, the President of the University of Minnesota, Eric Kaler.

Star Dressing Room - ok

Setup as is; Surdyk's will be delivering some light refreshments.

Carlson Family Stage - See floor plan

Setup

- Doors open to everyone at 3pm. There's no priority access for handicapped seating
- We will place some reserved signs in the front rows for Stein's VIPs
- Large podium stage right; Law School will attach sign and place bottled water underneath
- 2 chairs at center stage with rug beneath, should be setup as close to the audience as possible (see photo)
- table in between chairs for water glasses
- US, Minnesota, and University flags stage left
- I'll order some ferns for decor

Technology

- We'd like a copy of the audio, I'll provide a flash drive
- · Screen down for live video on screen; Al Wivel is confirmed to record
- C-SPAN will also be recording from the booth; they're requested to plug into the mult box
- We'll have a welcome slide and closing slide on the screen / Music ?
- Chief Justice Roberts will not use any visual aids
- Live feed on hallway monitors
- Microphone at podium
- 2 lapel microphones
- There will be a Q&A session but we haven't received a decision on how this will run yet.
 Most likely Professor Stein will read prepared audience questions from the stage.
- A student has requested a captionist at the event. The captionist would like a direct audio feed. Have you done this before and know what it means/where they should sit?

Best Buy Theater - See Floor Plan

Live video feed of lecture

Atrium - See Floor plan

Setup for 3pm guest arrival:

- 1-8' table (clothed) with 2 chairs on East side for CLE sign-in; this can stay in place during the reception
- 2-8' tables (clothed) with 2 chairs on the West side (for CLE and Press check-in); these can stay in place during reception
- 12 sign holders I'll provide the text and locations in advance

Setup for 5:15pm reception:

- Our same reception setup as Commencement works for me here:
 - o 12 high tops with 6 in the Atrium and 6 in Memorial Hall
 - o 6-8' tables down the center of Memorial Hall

Hubbard Broadcasting Rehearsal Studio - See Floor plan

assortment of hightops and 60' rounds with 6 chairs throughout the room, 35 guests attending

2-8' tables for buffet hors d'oeuvres and beverages

Lindahl Founders Room There is not enough space for all of this furniture.

- 1-6ft table setup outside room for name tags ok
- assortment of high top tables and sofa chairs on the East side of the room for the social prior to dinner
- 1-72" round (rented) with 10 chairs in the middle of the room on the West side
- 5-60" rounds with 6 chairs at each around the 72" table ok
- Portable bar
- Table for buffet hors d'oeuvres during social
- 2 tables outside the room with 7 chairs for security to have dinner ok

Schedule

1:30 pm	Laura Walton on-site
2:00 pm	K9 building sweep
2:30 pm	K9 press equipment sweep
2:00 pm	Law School volunteers on-site
3:00 pm	Doors Open
3:30 pm	President Kaler arrives at Northrop
3:45 pm	Chief Justice Roberts arrives at Northrop
3:45 pm	Voice of God - recorded announcement
3:50 pm	Chimes
3:55 pm	Chimes
3:58 pm	Chimes
4:00 pm	Recorded Introduction of President Kaler



4:00 pm - 4:05 pm Conversation Introductions

President Kaler

Dean Garry Jenkins

Professor Roberts Stein

All speakers will enter from stage right

4:05 pm - 4:15 pm Remarks by Chief Justice John G. Roberts, Jr.

4:15 pm - 5:00 pm Conversation with Professor Robert Stein

5:00 pm - 5:15 pm Q & A

5:15 pm - 6:15 pm Public Reception, Northrop Atrium

5:15 pm - 6:15 pm Private reception with federal judges,

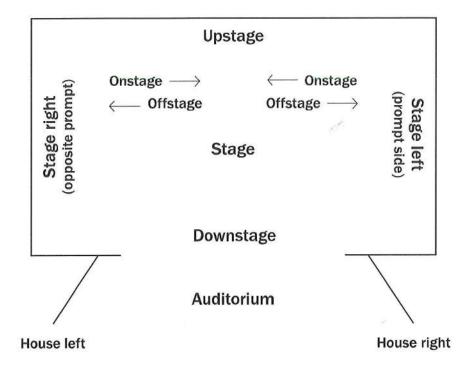
Hubbard Broadcasting Rehearsal Studio

6:00 pm - 6:30 pm Social before Dinner, Lindahl Founders Room

6:30 pm - 8:30 pm Dinner, Lindahl Founders Room

Stage Directions

These are terms describing the locations and directions in a theatre building; many come from the descriptions of stage action in the play text. They are most relevant to a proscenium theatre, but can apply to other theatre forms.



downstage (DS)

(noun) the part of the stage nearest the audience (adverb or adjective) toward or at the front part of the stage, nearest the audience also downstage left (DSL), downstage right (DSR)

house left (HL)

(noun) the left side of the auditorium from the spectator's viewpoint facing the stage (adverb or adjective) toward or at the left side of the auditorium from the spectator's viewpoint facing the stage also front house left, rear house left

house right (HR)

(noun) the right side of the auditorium from the spectator's viewpoint facing the stage (adverb or adjective) toward or at the right side of the auditorium from the spectator's viewpoint facing the stage also front house right, rear house right

A No Seal No **Stein Lecture** Tuesday, October 16, 2018 **Founders Room** 6:00 - 8:30 pm 14' 10 AV Storage Buffet Bev 6' door ><>< COAT CHECK Check in Table catering (7) 60" round with 7 chairs / 49 total (1) high top Security Dinner (1) White Check In Table 4 chairs (1) 8' & (2) 6" Buffet Tables

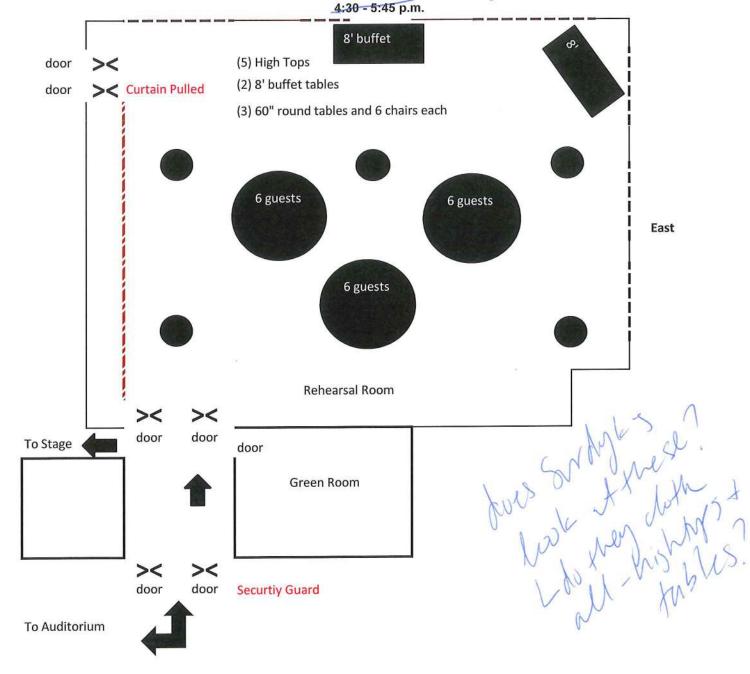
Security Dinner

4 chairs

North

North Tuesday, October 16, 2018 Stein Lecture Reception

6.5.6



East Box Office

East Ground Level Enterance

Northrop Setup Request for 10/16/2018

The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States

Contact: Laura Walton, Iwalton@umn.edu, 612-624-1885

General Questions

- How do we request concessions before the lecture? Is that through Surdyk's?
- We'd like to hire ASIA security again
 - What are ASIA's typical instructions or am I supposed to prepare those?
- We'd also like to hire EMS
- Could coat check be open on both the East & West sides or do you find one is enough?
 - We've asked guests not to bring bags, backpacks or cell phones. I don't want to deal with checking cell phones though so if someone brings one up they can be told to turn it off and stick it in their pocket during the event.
 - If it's expected to rain that day, I'll add not to bring umbrellas in their event reminder
 - When will coat check open and close?
- For past events we had communicated "If you are being dropped off in front of Northrop for accessibility, inform a police officer on duty on Church Street and follow the "Accessibility Drop-off" signs." Is this still your procedure?
- The K9 sweep will be at 2pm. Security has requested that all room setups be done by the time they do the sweep. It is fine for Northrop and Surdyk's staff to be in the spaces afterwards, just not the general public.
- Request for usher assignments:
 - check for bags and cell phones entering auditorium
 - o Fill the main floor first, late seating is allowed in the balconies
 - o help fill seats at 3:45 pm, seats are not allowed to be saved after this time
 - Press will have their own section on the West side of auditorium, may have 1-2 broadcast cameras in that area
 - Overflow seating in Best Buy Theater and at hallway monitors
 - o 4pm close doors to auditorium
 - Will Ushers be present in the auditorium throughout event or do they sit outside?
 - o How many are hired?
- We would like to do two "Voice of God" pre-recorded announcements as well as the chimes at 3:50 pm, 3:55 pm, and 3:58 pm. Announcements are below:

Pre-recorded Announcement at 3:45pm

We'd like to welcome you to The 2018 Stein Lecture with John G. Roberts, Jr., Chief Justice of the United States.

All tickets for this lecture have been claimed and we encourage you to take your seats at this time. No unfilled seats will be allowed to be saved.

Today's event will follow rules of courtroom decorum. No purses, backpacks, bags, or recording devices are allowed in the lecture hall. All cell phones should be turned off and put away.

Thank you for your cooperation. The lecture will begin in 15 minutes.

 Pre-recorded Announcement at 4:00pm (or can this be done on queue in case we're not ready?)

Ladies and Gentlemen, the President of the University of Minnesota, Eric Kaler.

Star Dressing Room

Setup as is; Surdyk's will be delivering some light refreshments.

Carlson Family Stage

Setup

- Doors open to everyone at 3pm. There's no priority access for handicapped seating
- We will place some reserved signs in the front rows for Stein's VIPs
- Large podium stage right; Law School will attach sign and place bottled water underneath
- 2 chairs at center stage with rug beneath, should be setup as close to the audience as possible (see photo)
- table in between chairs for water glasses
- US, Minnesota, and University flags stage left
- I'll order some ferns for decor

Technology

- We'd like a copy of the audio, I'll provide a flash drive
- · Screen down for live video on screen; Al Wivel is confirmed to record
- C-SPAN will also be recording from the booth; they're requested to plug into the mult box
- · We'll have a welcome slide and closing slide on the screen
- Chief Justice Roberts will not use any visual aids
- Live feed on hallway monitors
- Microphone at podium
- 2 lapel microphones
- There will be a Q&A session but we haven't received a decision on how this will run yet.
 Most likely Professor Stein will read prepared audience questions from the stage.
- A student has requested a captionist at the event. The captionist would like a direct audio feed. Have you done this before and know what it means/where they should sit?

Best Buy Theater

Live video feed of lecture

Atrium

Setup for 3pm guest arrival:

- 1-8' table (clothed) with 2 chairs on East side for CLE sign-in; this can stay in place during the reception
- 2-8' tables (clothed) with 2 chairs on the West side (for CLE and Press check-in); these can stay in place during reception
- 12 sign holders I'll provide the text and locations in advance

Setup for 5:15pm reception:

- Our same reception setup as Commencement works for me here:
 - o 12 high tops with 6 in the Atrium and 6 in Memorial Hall
 - o 6-8' tables down the center of Memorial Hall

Hubbard Broadcasting Rehearsal Studio

- assortment of hightops and 60' rounds with 6 chairs throughout the room, 35 guests attending
- 2-8' tables for buffet hors d'oeuvres and beverages

Lindahl Founders Room

- 1-6ft table setup outside room for name tags
- assortment of high top tables and sofa chairs on the East side of the room for the social prior to dinner
- 1-72" round (rented) with 10 chairs in the middle of the room on the West side
- 5-60" rounds with 6 chairs at each around the 72" table
- Portable bar
- Table for buffet hors d'oeuvres during social
- 2 tables outside the room with 7 chairs for security to have dinner

Schedule

1:30 pm	Laura Walton on-site
2:00 pm	K9 building sweep
2:30 pm	K9 press equipment sweep
2:00 pm	Law School volunteers on-site
3:00 pm	Doors Open
3:30 pm	President Kaler arrives at Northrop
3:45 pm	Chief Justice Roberts arrives at Northrop
3:45 pm	Voice of God - recorded announcement
3:50 pm	Chimes
3:55 pm	Chimes
3:58 pm	Chimes
4:00 pm	Recorded Introduction of President Kaler

4:00 pm - 4:05 pm Conversation Introductions

6:30 pm - 8:30 pm

- President Kaler
- Dean Garry Jenkins
- Professor Roberts Stein
- All speakers will enter from stage right

4:05 pm - 4:15 pm	Remarks by Chief Justice John G. Roberts, Jr.
4:15 pm - 5:00 pm	Conversation with Professor Robert Stein
5:00 pm - 5:15 pm	Q & A
5:15 pm - 6:15 pm	Public Reception, Northrop Atrium
5:15 pm - 6:15 pm	Private reception with federal judges,
	Hubbard Broadcasting Rehearsal Studio
6:00 pm - 6:30 pm	Social before Dinner, Lindahl Founders Room

Dinner, Lindahl Founders Room

University of Minnesota

Northrop Facility Use Agreement for a Ticketed Event **Internal University Users**

- 1. Facility: Northrop, located on the University of Minnesota's Minneapolis campus at 84 Church Street SE, Minneapolis, MN 55455. Space(s) within Northrop covered by this Facility Use Agreement are limited to the Carlson Family Stage, Hubbard Broadcasting Rehearsal Studio, Lindahl Founders Room and Best Buy Theater.
- 2. Parties: The parties' contract administrators for purposes of this Agreement are:

User:

Department or Student Group Name:

Law School

Contact Name and Title:

Laura Walton

Address:

229 19th Avenue S. Minneapolis, MN 55455

Telephone:

612-624-1885

Email Address:

lwalton@umn.edu

EFS#:

1701-10806-20237-UMF0009060

Northrop:

Contact Name and Title:

Kari Schloner – Director of Northrop

Address:

84 Church Street SE, Suite 90

Minneapolis, MN 55455

Telephone:

(612) 625-0796

Email:

kschlone@umn.edu

Event and Schedule: 3.

Type of Event:

Lecture

Event Name:

2018 Stein Lecture: John G. Roberts Jr., Chief Justice of the United

States

Event Date:

Tuesday, October 16, 2019 2017

Set-up Start Time:

12 PM

Doors Open At:

3 PM

Event Start Time:

4 PM

Clean-up End Time:

7 PM

Base Ticket Prices (Before Fees):

Free

General Admission or Assigned Seats: General Admission

Estimated Attendance:

2,692

- 4. Payment of Deposit: Upon execution of this Agreement, User shall pay a deposit of \$0 by check or EFS. This deposit will be applied to the amount due Northrop at settlement. Northrop shall be entitled to retain this deposit if User cancels the Event or reschedules the Event for another date with less than N/A days' written notice.
- Ticket Sales. Northrop will print, distribute, account, and otherwise manage all ticket sales. User shall set ticket prices for the Event and include a \$3.00 per paid ticket facility fee for Northrop.

5.1 When promoting the availability of tickets include the following wording. No change to this statement may be made without Northrop's express, prior written approval:

"Tickets can be purchased at northrop.umn.edu, in person at the Northrop box office, or by phone at 612-624-2345."

When space is limited, the following options may be used:

"Tickets at northrop.umn.edu or 612-624-2345"

OR

"Tickets at northrop.umn.edu"

- 5.2 Northrop shall be allowed to use 10 complimentary top price seats per Event performance.
- 5.3 Northrop Ticket Office is located in Northrop; office hours are 10:00 am to 5:00 p.m., Monday through Friday. The Ticket Office will also be open four hours prior to and one hour past curtain on day of Event.
 - 5.4 Box office Contact: Holly Radis-McCluskey 612-625-0509 radis001@umn.edu.

User shall provide Northrop with ticket information, including but not limited to set-up, pricing, onsale schedule, seat holds and kills, at least 10 business days prior to the date on which tickets to the Event go on sale. The ticketing set-up fee is \$300 per Event/performance for reserved seating, \$250 per Event/performance for general admission with sections, and \$200 per Event/performance for general admission. For set-up in less than 10 business days the fees will be \$600, \$500 and \$400 respectively. Additional ticket fees will apply and will be outlined during the set-up process.

- 6. Ticket Receipts Disbursement and User Payments. Northrop will handle all ticket receipts, which Northrop will deposit and disburse pursuant to the terms of this Agreement.
- 6.1 Within a reasonable time before the Event, Northrop shall provide a written estimate of expenses and ticket receipts. Ticket receipts held by Northrop shall be accepted as advance payment to the extent such receipts match or exceed the estimated amount due. When ticket receipts do not cover the estimated amount due to Northrop, User shall pay Northrop the estimated amount due for the Event at least five (5) working days prior to the Event, by check or EFS.
- 6.2 Within ten (10) business days following the Event, Northrop shall provide a final accounting of ticket receipts and expenses. Northrop shall retain 10% of ticket receipts or \$1,600 (whichever is greater) for the Event, plus the per ticket facility fee \$3.00, and any additional amounts for payment of all final expenses incurred by Northrop to perform its obligation under this Agreement. Northrop shall also retain \$N/A per each additional day Facility is used for setup, rehearsal, and tear down. Northrop shall pay to User any remaining ticket receipts less any remaining amounts due to Northrop hereunder. If the remaining amounts due hereunder exceed the remaining ticket receipts, User shall pay Northrop the difference within five (5) business days of receipt of settlement by check or EFS.
- 7. **Promotion and Advertising:** All advertising and promotional materials that include the Northrop name and/or logo shall require the approval of Northrop prior to publication or broadcast. In no case should the word "Auditorium" be used along with Northrop.

- **8. Food and Beverage.** Northrop reserves its right to sell and serve all food and beverage within the Facility and on the Northrop Plaza and has an exclusive agreement with Surdyk's to do so. User agrees to purchase all Food and Beverage for use within the Facility and on the Northrop Plaza exclusively through Surdyk's.
- 9. Merchandise Sales. All merchandise (including, without limitation, programs, T-shirts, posters, CDs, DVDs, and books) shall be sold in conformance with University rules and policies. Surdyk's must be contacted at least two weeks in advance of the Event if merchandise sales will take place. A commission will be due on all sales of items supplied by User or Artist(s). Commissions are calculated on gross sales less applicable sales taxes. Commission rates are as follows:

75/25 (User/Northrop) – Northrop provides sellers, handles credit card sales and commissions and remits applicable taxes. Arrangements for a seller must be made through Surdyk's no later than two weeks prior to Event.

80/20 (User/Northrop) - User or Artist provides sellers, handles credit card sales and commissions and remits applicable taxes.

Notwithstanding the above, the splits for CDs, DVDs, and books is 90/10 User/Northrop, regardless of the selling party. The selling party is responsible for remitting taxes for these items.

- 10. Alterations: User shall not change or alter the Facility, nor display any signs or advertising on or within the Facility, without prior written consent of Northrop, which Northrop may grant or withhold at its sole discretion. User shall provide Northrop with a complete list of signage needs no less than five (5) business days prior to Event. Northrop will create all signage for display within the Facility according to Northrop's brand standards.
- 11. Personal Property: User is responsible for loss of or damage to any personal property of User, its guests or invitees, located within the Facility before, during or after the Event.
- 12. Northrop's Control of Facility: Northrop has the right to control and manage the Facility and to enforce all reasonable rules for the management and use thereof. User and its guests shall use the Facility in accordance with the terms and conditions of this Agreement, all University policies, rules and regulations related to University property, and all federal, state, and local laws, ordinances, rules and regulations (including copyright or similar laws). Northrop may use any portion of the Facility for any purpose whatsoever and at any time during the term of this Agreement, provided that it does not unreasonably disturb User's use of the Facility space(s) permitted under Section 1 herein.
- 13. Stage and Backstage Access: User and Northrop shall work together to ensure that User, production personnel and security personnel will be the only users of the stage and stage wings and prevent unauthorized access to the stage and backstage areas before, during and after the Event.
- **14. Assignment:** User may not assign this reservation to any other party, including another University User, without prior written consent from Northrop.
- **15.** Cancellation. User may cancel the Event by giving Northrop written notice. Notice is effective upon receipt by Northrop. Cancellation fees are as follows:

Notice of Cancellation Received	Cancellation Fee
More than 90 days before the Event	50% of Venue Rent
Between 89 - 31 calendar days before the Event	75% of Venue Rent
Within 30 calendar days of the Event	100% of Venue Rent

User shall also pay any expenses owing for services performed by Northrop prior to or after the cancellation notice.

IN WITNESS WHEREOF, the parties have entered into the Agreement as of the date first above written.

Northrop	User: University of Minnesota Law School
By:	By: Land It
Name: Kari Schloner	Name: Laura Walton
Title: Director of Northrop	Title: Event Manager
Date:	Date: 8/7/18

University of Minnesota

Northrop Facility Use Agreement for a Ticketed Event **Internal University Users**

- Facility: Northrop, located on the University of Minnesota's Minneapolis campus at 1. 84 Church Street SE, Minneapolis, MN 55455. Space(s) within Northrop covered by this Facility Use Agreement are limited to the Carlson Family Stage and Hubbard Broadcasting Rehearsal Studio.
- Parties: The parties' contract administrators for purposes of this Agreement are: 2.

User:

Department or Student Group Name:

Law School

Contact Name and Title:

Laura Walton

Address:

229 19th Avenue S. Minneapolis, MN 55455

Telephone:

612-624-1885

Email Address:

lwalton@umn.edu

EFS #:

1701-10806-20237-UMF0009060

Northrop:

Contact Name and Title:

Kari Schloner - Director of Northrop

Address:

84 Church Street SE, Suite 90

Minneapolis, MN 55455

Telephone:

(612) 625-0796

Email:

kschlone@umn.edu

3. **Event and Schedule:**

Type of Event:

Lecture

Event Name: Event Date:

2018 Stein Lecture: U.S. Supreme Court Justice John G. Roberts Jr.

Tuesday, October 16, 2019 John G. Roberts,

Set-up Start Time:

2 PM

30 PM

Doors Open At: Event Start Time:

4 PM

Clean-up End Time:

7 PM

Base Ticket Prices (Before Fees):

Free

General Admission or Assigned Seats: General Admission

-2,692-2,860

- Estimated Attendance:
- Payment of Deposit: Upon execution of this Agreement, User shall pay a deposit of \$0 by check or EFS. This deposit will be applied to the amount due Northrop at settlement. Northrop shall be entitled to retain this deposit if User cancels the Event or reschedules the Event for another date with less than N/A days' written notice.
- Ticket Sales. Northrop will print, distribute, account, and otherwise manage all ticket sales. User 5. shall set ticket prices for the Event and include a \$3.00 per paid ticket facility fee for Northrop.
- When promoting the availability of tickets include the following wording. No change to 5.1 this statement may be made without Northrop's express, prior written approval:

"Tickets can be purchased at northrop.umn.edu, in person at the Northrop box office, or by phone at 612-624-2345."

When space is limited, the following options may be used:

"Tickets at northrop.umn.edu or 612-624-2345"

OR

"Tickets at northrop.umn.edu"

- 5.2 Northrop shall be allowed to use 10 complimentary top price seats per Event performance.
- 5.3 Northrop Ticket Office is located in Northrop; office hours are 10:00 am to 5:00 p.m., Monday through Friday. The Ticket Office will also be open four hours prior to and one hour past curtain on day of Event.
 - 5.4 Box office Contact: Holly Radis-McCluskey 612-625-0509 radis001@umn.edu.

User shall provide Northrop with ticket information, including but not limited to set-up, pricing, onsale schedule, seat holds and kills, at least 10 business days prior to the date on which tickets to the Event go on sale. The ticketing set-up fee is \$300 per Event/performance for reserved seating, \$250 per Event/performance for general admission with sections, and \$200 per Event/performance for general admission. For set-up in less than 10 business days the fees will be \$600, \$500 and \$400 respectively. Additional ticket fees will apply and will be outlined during the set-up process.

- 6. Ticket Receipts Disbursement and User Payments. Northrop will handle all ticket receipts, which Northrop will deposit and disburse pursuant to the terms of this Agreement.
- 6.1 Within a reasonable time before the Event, Northrop shall provide a written estimate of expenses and ticket receipts. Ticket receipts held by Northrop shall be accepted as advance payment to the extent such receipts match or exceed the estimated amount due. When ticket receipts do not cover the estimated amount due to Northrop, User shall pay Northrop the estimated amount due for the Event at least five (5) working days prior to the Event, by check or EFS.
- 6.2 Within ten (10) business days following the Event, Northrop shall provide a final accounting of ticket receipts and expenses. Northrop shall retain 10% of ticket receipts or \$1,600 (whichever is greater) for the Event, plus the per ticket facility fee \$3.00, and any additional amounts for payment of all final expenses incurred by Northrop to perform its obligation under this Agreement. Northrop shall also retain \$N/A per each additional day Facility is used for setup, rehearsal, and tear down. Northrop shall pay to User any remaining ticket receipts less any remaining amounts due to Northrop hereunder. If the remaining amounts due hereunder exceed the remaining ticket receipts, User shall pay Northrop the difference within five (5) business days of receipt of settlement by check or EFS.
- 7. **Promotion and Advertising:** All advertising and promotional materials that include the Northrop name and/or logo shall require the approval of Northrop prior to publication or broadcast. In no case should the word 'Auditorium' be used along with Northrop.
- **8. Food and Beverage.** Northrop reserves its right to sell and serve all food and beverage within the Facility and on the Northrop Plaza and has an exclusive agreement with Surdyk's to do so. User agrees to

purchase all Food and Beverage for use within the Facility and on the Northrop Plaza exclusively through Surdyk's.

9. Merchandise Sales. All merchandise (including, without limitation, programs, T-shirts, posters, CDs, DVDs, and books) shall be sold in conformance with University rules and policies. Surdyk's must be contacted at least two weeks in advance of the Event if merchandise sales will take place. A commission will be due on all sales of items supplied by User or Artist(s). Commissions are calculated on gross sales less applicable sales taxes. Commission rates are as follows:

75/25 (User/Northrop) – Northrop provides sellers, handles credit card sales and commissions and remits applicable taxes. Arrangements for a seller must be made through Surdyk's no later than two weeks prior to Event.

80/20 (User/Northrop) - User or Artist provides sellers, handles credit card sales and commissions and remits applicable taxes.

Notwithstanding the above, the splits for CDs, DVDs, and books is 90/10 User/Northrop, regardless of the selling party. The selling party is responsible for remitting taxes for these items.

- 10. Alterations: User shall not change or alter the Facility, nor display any signs or advertising on or within the Facility, without prior written consent of Northrop, which Northrop may grant or withhold at its sole discretion. User shall provide Northrop with a complete list of signage needs no less than five (5) business days prior to Event. Northrop will create all signage for display within the Facility according to Northrop's brand standards.
- 11. Personal Property: User is responsible for loss of or damage to any personal property of User, its guests or invitees, located within the Facility before, during or after the Event.
- 12. Northrop's Control of Facility: Northrop has the right to control and manage the Facility and to enforce all reasonable rules for the management and use thereof. User and its guests shall use the Facility in accordance with the terms and conditions of this Agreement, all University policies, rules and regulations related to University property, and all federal, state, and local laws, ordinances, rules and regulations (including copyright or similar laws). Northrop may use any portion of the Facility for any purpose whatsoever and at any time during the term of this Agreement, provided that it does not unreasonably disturb User's use of the Facility space(s) permitted under Section 1 herein.
- 13. Stage and Backstage Access: User and Northrop shall work together to ensure that User, production personnel and security personnel will be the only users of the stage and stage wings and prevent unauthorized access to the stage and backstage areas before, during and after the Event.
- **14. Assignment:** User may not assign this reservation to any other party, including another University User, without prior written consent from Northrop.
- 15. Cancellation. User may cancel the Event by giving Northrop written notice. Notice is effective upon receipt by Northrop. Cancellation fees are as follows:

Notice of Cancellation Received	Cancellation Fee
More than 90 days before the Event	50% of Venue Rent
Between 89 - 31 calendar days before the Event	75% of Venue Rent
Within 30 calendar days of the Event	100% of Venue Rent

User shall also pay any expenses owing for services performed by Northrop prior to or after the cancellation notice.

IN WITNESS WHEREOF, the parties have entered into the Agreement as of the date first above written.

Northrop	User: University of Minnesota Law School		
By:	By:		
Name: Kari Schloner	Name:		
Title: Director of Northrop	Title:		
Date:	Date:		



Space Rental Request (University User)

Thank you for your interest in renting space at Northrop. Please fill out the form below. Northrop staff will review your request, and will contact you within two business days with availability. Additional information is available, including a detailed listing of amenities and pricing guidelines for space rental at Northrop, an overview of ticketing and registration services, and technical specifications for the Carlson Family Stage and Best Buy Theater. Please take a moment to review these resources before submitting your application. Cancellations: \$100 with 60 days notice, 50% with 30 days notice, 100% after 30 days.

Event Date(s) / 0 /	10/18	EFS#1701-10806-7.0237-UMF00090
Event Name Ster	1 / ective	Billing Contact Name / AUM Walton
Contact Name	m Walton	Billing Organization Law School
Contact Phone Number	1017-1024-1885	Department Name Facilities + Frent
Contact Email /Wa	Iton Bumn-edu	Billing Address 7, 29 19th Ne S
Contact Address 7.29	19th Ave SMOKMN	Billing City, State, Zip Minneapolis MN 55455
Event Start Time	ton	Billing Phone (0/2-624-1875)
Event End Time	:30 pm	Billing Email / walton Rumnedu
Time to Open Doors to th	ne Public 30M	Set Up Start Time PM
Estimated Attendance	2,700-3,000	Clean Up End Time Opm
Type of Event (check all th	aat apply)	Requested Space(s) (check all that apply)
Meeting	Concert	Carlson Family Stage
Conference	Concert (using orchestra shell)	Best Buy Theater (over flow room)
Lecture	Dance Performance	Lindahl Founders Room
Reception	Comedy	Ellie and Tom Crosby Seminar Room
Film	Other VIN WOY	Robert and Gail Buuck Memorial Hall
	(please explain)	Conference Room
		Northrop Plaza
	ed for your event? Yes No one Northrop Audio Technician)	Video Equipment Will you need a projector and screen? Yes No Will you be recording your event? Yes No
Describe any other special	l audio/video needs XCCME L.(1)	be livestreamed onto screen
Lighting (the rental of the	theater includes a basic stage wash)	
Describe any special lighti	ng needs	
[18] (1.1.) [17] [17] [17] [17] [17] [17] [17] [17]		sity of Minnesota Tickets and Events, housed within Northrop. More information Iolly Radis-McCluskey at radis001@umn.edu or 612-625-0509 to discuss your needs.
All ticketed events at Northrop	rvices and fees can be found here. Please contact H	있게 하면 하면 하면 보면 함께 있는데 보면 보면 되었다면 보다면 되었다면 되었다면 되었다면 보다면 보다면 보다면 보다면 하면 되었다면 보다면 보다면 보다면 되었다면 되었다면 보다면 보다면 보다면 보다면 보다면 보다면 보다면 보다면 보다면 보
All ticketed events at Northrop about ticketing/registration se Will this event be ticketed Is this event free? Will seating be General Act Ticket Price(s):	rvices and fees can be found here. Please contact Here Yes No Yes No Imission or Reserved?	inks to more information and partners:
All ticketed events at Northrop about ticketing/registration se Will this event be ticketed Is this event free? Will seating be General Acticket Price(s): Please provide a 50-100 w	rvices and fees can be found here. Please contact Here Yes No Yes No Imission or Reserved?	inks to more information and partners: Stice John & Roberts Jr

For Carlson Family Stage, please submit form to Kari Schloner, kschlone@umn.edu and Christine Tschida, tschidac@umn.edu or call 612-625-0796 with questions. For all other spaces, please submit form to Kari Schloner, kschloner@umn.edu and David Russel, dwrussel@umn.edu, or call 612-301-1960.

Venues	Capacity	Location
Pantages	1,014	710 Hennepin Ave Minneapolis, MN 55403
Guthrie Theater	1,100	818 South 2nd Street Minneapolis, MN 55415
Ted Mann Concert Hall	1,126	2128 S 4th St Minneapolis, MN 55455
The O'Shaughnessy	1,802	2004 Randolph Ave Saint Paul, MN 55105
Ordway Theater	1,910	345 Washington Street Saint Paul, MN 55102
Hyatt Regency Minneapolis	2,000	1300 Nicollet Mall Minneapolis, MN 55403
Orchestra Hall	2,087	1111 Nicollet Mall Minneapolis, MN 55403
DoubleTree by Hilton Bloomington—Minneapolis South	2,130	7800 Normandale Boulevard Minneapolis, MN 55439
State Theatre	2,181	805 Hennepin Ave Minneapolis, MN 55403
Palace Theatre	2,500	17 W 7th Place St Paul, MN 55102
Hilton Minneapolis	2,576	1001 Marquette Ave. S Minneapolis, MN 55403
Orpheum	2,579	910 Hennepin Ave Minneapolis, MN 55403
Saint Paul River Centre	2,710	175 W Kellogg Blvd, St Paul
Minneapolis Convention Centre:	3,433	1301 Second Ave S Minneapolis, MN 55403
Roy Wilkins Auditorium	5,000	175 W Kellogg Blvd Saint Paul, MN 55102

TAB N

NORTHROP

THIS IS YOUR TICKET A barcode allows only ONE entry.



Please print this entire ticket and present to an usher at the event for admission. Unauthorized duplication or sale of this ticket is prohibited and may prevent your admittance to the event.

The 2018 Stein Lecture: John G. Roberts, Jr. Chief Justice of the United States Tue October 16 2018 4:00 PM

84 Church Street SE, Minneapolis

Gen Adm

Elizabeth Beghelli Name: 1155025 Order#

1819Stein

Doors open for seating at 3:00 PM Note: Event begins at 4:00 PM.

General Admission

\$0.00

Please note:

No Purses, bags, backpacks, cell phones, cameras, video or recording devices will be allowed in the auditorium.

Please arrive early to make sure you are seated by 4:00 PM.

Location, Parking and Transportation Information:



Northrop is located on the East Bank campus of the University of Minnesota, near University Avenue SE and 17th Avenue/Church Street in Minneapolis.

If you need accessible seating, please contact U of M Tickets & Events at 612-624-2345, Monday through Friday, 10 AM to 5 PM.

Building info, with links to maps & parking options:

http://www.northrop.umn.edu/visit/parking-directions

Please note that Church Street Garage fills quickly and you may wish to consider other options. Northrop is also located near the East Bank Station for the Green Line . The Metro Transit website (www.metrotransit.org) has information about bus and light rail



612-624-2345 // tickets.umn.edu

U of M Tickets and Events Northrop 84 Church St SE, Ste 13 Minneapolis, MN 55455

This transaction will appear on your credit card statement as U of M Tickets/Events. If you have any questions regarding a credit card payment, please call 612-624-2345, Mon-Fri, 10 AM to 5 PM or email umntix@umn.edu.





Stein Lecture Daily Sales Audit

umntix@umn.edu <umntix@umn.edu>
To: lwalton@umn.edu, umterpts@umn.edu

Mon, Oct 8, 2018 at 6:16 AM

Generated On: October 08 2018 6:16 AM

Version: 6.8.18.0, ID: 1.14 - 2015/07/02

Generated By: avsched (AV Data Loader)

Performance Audit

for All Venues for All Series for Performance(s): TNRPNR08SLJR181016 for All User Roles for All User Role Groups Display Values: Net Sold

for All Open Seats and All Hold Types

Report Output By: Price Type

Performance Pricing					
TNRPNR08SLJR181016					
SALES					
Admission Sales (Today)	General Admission	Wheelchair	WC Companion	Total	Value
Admission Sales Total(Today)	0	0	0	0	\$0.00
% Sales	0%	0%	0%	0%	0%
Admission Sales Total	General Admission	Wheelchair	WC Companion	Total	Value
1819LawComm	1618	8	15	1641	\$0.00
1819LawLeaders	221	0	0	221	\$0.00
1819Stein	660	0	0	660	\$0.00
1819SteinGuest	307	0	1	308	\$0.00
Comp VIP	159	0	0	159	\$0.00
Comp Venue	3	0	0	3	\$0.00
General Public - Limit of 2	3	0	0	3	\$0.00
Admission Sales Total	2971	8	16	2995	\$0.00
% Sales	85.47%	100%	100%	85.57%	0%
Bundle Sales (Today)	General Admission	Wheelchair	WC Companion	Total	Value
Bundle Sales Total (Today)	0	0	0	0	\$0.00
% Sales	0%	0%	0%	0%	0%
Bundle Sales Total	General Admission	Wheelchair	WC Companion	Total	Value
Bundle Sales Total	0	0.	0	0	\$0.00
% Sales	0%	0%	0%	0%	0%
Sales Grand Total	General Admission	Wheelchair	WC Companion	Total	Value
1819LawComm	1618	8	15	1641	\$0.00

1819LawLeaders	221	0	0	221	\$0.00
1819Stein	660	0	0	660	\$0.00
1819SteinGuest	307	0	1	308	\$0.00
Comp VIP	159	0	0	159	\$0.00
Comp Venue	3	0	0	3	\$0.00
General Public - Limit of 2	3	0	0	3	\$0.00
Sales Grand Total	2971	8	16	2995	\$0.00
% Sales	85.47%	100%	100%	85.57%	0%
UNSOLD TICKETS	The second secon		100 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
Hold Type	General Admission	Wheelchair	WC Companion	Total	Projected Value
House	12	0	0	12	\$0.00
Overflow	308	0	0	308	\$0.00
Stage Box Kill	16	0	O	16	\$0.00
Stein VIP	141	0	0	141	\$0.00
Venue	20	0	0	20	\$0.00
Wheelchair Kill	8	0	0	8	\$0.00
Unsold Total	505	0	0	505	\$0.00
% Sales	14.53%	0%	0%	14.43%	0%
SEATING CAPACITY				RADIO SERVICIONE	
	General Admission	Wheelchair	WC Companion	Total	Projected Value
Seating Capacity	3476	8	16	3500	\$0.00

The Stein Lecture



The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States

Tuesday, October 16, 2018; 4 p.m. Northrop Memorial Auditorium 1.5 CLE Credits have been requested Registration required

Priority registration will be given to University of Minnesota Law School students beginning September 10 at 10 a.m. On September 13 at 10 a.m. registration opens to all alumni and the University of Minnesota community by using the code 1819LawComm at law.umn.edu/2018Stein. The legal community and general public will be able to reserve tickets beginning September 17 at 10 a.m. MM, September 17

Rules of courtroom decorum will be followed. No purses, backpacks, bags, cell phones, cameras, or recording devices will be allowed in the lecture hall. These items must be checked at coat check.

For registration questions, please contact:

U of M Tickets and Events Ticket Office, Northrop 84 Church Street SE, Ste 13 Minneapolis, MN 55455 Phone, walk-up and internet ticket reservations available:

Phone: 612-624-2345 https://tickets.umn.edu Email: umntix@umn.edu

Hours: Monday-Friday: 10 a.m.-5 p.m.



The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

© 2018 University of Minnesota Board of Regents. All rights reserved.

University of Minnesota Law School 229 19th Avenue South Minneapolis, MN 55455-0444

law.umn.edu

nprofit Org.
S. Postage
PAID
Twin Cities, MN
Permit No. 90155

Mon, Sept 10 Law School students, faculty, staff 1 ticket, 1819 Stein Wed, Sext 12 Law leaders 2 tickets, 1819 Law leader Wed, Sept 12 Student guests I ricket, 1819 Stein Guest Tours, Sept 13 Law School alumni + O community 2 rickets, 1819 Law Comm



Professor Robert A. Stein, class of 1961, dean of the Law School for 15 years, and former chief operating officer of the American Bar Association, generously endowed this lecture series to enrich the program of the Law School by inviting leaders of the bench and bar and of the governments of the United States and other nations to deliver an annual lecture on a topic of national or international interest.

The Stein Lecture

A Conversation Between Chief Justice John G. Roberts, Jr. and Professor Robert A. Stein

Tuesday, October 16, 2018 | 4 p.m. | Northrop Memorial Auditorium

1.5 CLE credits have been requested; see reverse side for registration information



ollection of the Supreme Cou

John G. Roberts, Jr., Chief Justice of the United States, was born in Buffalo, New York, January 27, 1955. He married Jane Marie Sullivan in 1996 and they have two children—Josephine and Jack. He received an A.B. from Harvard College in 1976 and a J.D. from Harvard Law School in 1979. He served as a law clerk for Judge Henry J. Friendly of the United States Court of Appeals for the Second Circuit from 1979-1980 and as a law clerk for then-Associate Justice William H. Rehnquist of the Supreme Court of the United States during the 1980 Term. He was Special Assistant to the Attorney General, U.S. Department of Justice from 1981-1982, Associate Counsel to President Ronald Reagan, White House Counsel's Office from 1982-1986, and Principal Deputy Solicitor General, U.S. Department of Justice from 1989-1993. From 1986-1989 and 1993-2003, he practiced law in Washington, D.C. He was appointed to the United States Court of Appeals for the District of Columbia Circuit in 2003. President George W. Bush nominated him as Chief Justice of the United States, and he took his seat September 29, 2005.



raft of ticket update email for the Stein Lecture

message

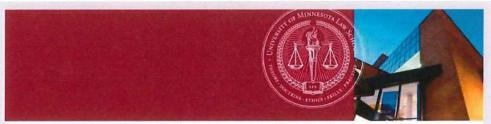
Laura Walton lwalton@umn.edu To: Robert Stein stein@umn.edu Thu, Sep 13, 2018 at 2:41 PM

Bob

I was going to send the following message to Law School students, faculty, and staff as a ticket update. Please let me know if you have any objections.

Thanks,

Laura



UNIVERSITY OF MINNESOTA LAW SCHOOL

The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States

Law School students, faculty, and staff,

We have received an enthusiastic response from our Law community and are pleased to report <u>The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States</u> will have a full house at Northrop on Tuesday, October 16 and is sold out.

We continue to receive inquiries for tickets and request that if you have reserved a ticket and can no longer attend, please follow the instructions below to release your reservation. You can cancel tickets up until the day of the event.

 Instructions to Release a Ticket: Have your ticket information available. The Northrop Box Office will request your name, order number, and bar code number. You may contact Northrop with this information at 612-624-2345 or <u>umntix@umn.edu</u>; Monday-Friday, 10 a.m.-5 p.m. and Saturdays 10 a.m.-2 p.m.

For additional questions regarding your registration, please contact:

U of M Tickets and Events Ticket Office, Northrop

Phone: 612-624-2345

tickets.umn.edu

Email: umntix@umn.edu

Hours: Monday-Friday from 10 a.m.-5 p.m. and Saturdays from 10 a.m.-2 p.m.

Event Information



Thank you.

Laura Walton, Event Manager University of Minnesota Law School lawevent@umn.edu



Stein Lecture Daily Sales Audit

nessago

umntix@umn.edu <umntix@umn.edu> To: lwalton@umn.edu, umterpts@umn.edu Fri, Sep 14, 2018 at 6:16 AM

Generated On: September 14 2018 6:16 AM

Version: 6.8.18.0, ID: 1.14 - 2015/07/02

Generated By: avsched (AV Data Loader)

Performance Audit

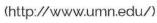
for All Venues for All Series

for Performance(s): TNRPNR08SLJR181016

for All User Roles for All User Role Groups Display Values: Net Sold

for All Open Seats and All Hold Types Report Output By: Price Type

Performance Pricing								
TNRPNR08SLJR181016								
SALES								
Admission Sales (Today)	General Admission		Wheelchair	WC Companion		Total	Value	
Admission Sales Total(Today)		0	0		0	0		\$0.00
% Sales		0%	0%		0%	0%		09
Admission Sales Total	General Admission		Wheelchair	WC Companion		Total	Value	
1819LawComm		1611	8		15	1634		\$0.00
1819LawLeaders		221	0		0			\$0.00
1819Stein		662	0		. 0	662		\$0.00
1819SteinGuest		302	0		1	303		\$0.00
Admission Sales Total		2796	8		16	2820		\$0.00
% Sales		80.44%	100%		100%	80.57%		0%
Bundle Sales (Today)	General Admission		Wheelchair	WC Companion		Total	Value	
Bundle Sales Total (Today)		0	0		0	0		\$0.00
% Sales		0%	0%		0%	0%		09
Bundle Sales Total	General Admission		Wheelchair	WC Companion		Total	Value	
Bundle Sales Total		0	0 11		0	0		\$0.00
% Sales		0%	0%		0%	0%		0%
Sales Grand Total	General Admission		Wheelchair	WC Companion		Total	Value	
1819LawComm		1611	8		15	1634		\$0.00
1819LawLeaders		221	o		0	221		\$0.00
1819Stein		662	0		0	662		\$0.00
1819SteinGuest		302	0		1	303		\$0.00
Sales Grand Total		2796	8		16	2820		\$0.00
% Sales	WINDS TO THE STATE OF THE STATE	80.44%	100%		100%	80.57%		0%
UNSOLD TICKETS								
Hold Type	General Admission		Wheelchair	WC Companion		Total	Projected Value	
		13			.0	13		\$0.00
House		12	0		0	12		\$0.00
Overflow		308	0		0	308		\$0.00
Stage Box Kill		16			0	16		\$0.00
Stein VIP		300	0		0	300		\$0.00
Venue		23	0		0	23		\$0.00
Wheelchair Kill		8	0		0	8		\$0.00
Unsold Total		680			. 0	680		\$0.00
% Sales		19.56%	1 de 1 de 10%		. 0%	19.43%		0%
SEATING CAPACITY								
	General Admission		Wheelchair	WC Companion		Total	Projected Value	
Seating Capacity		3476	8		16	3500		\$0.00







TICKETS AND EVENTS

(default.asp)

	Search Events	
	Event Dates	
to		
	Go	

The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States

Tuesday, October 16, 2018

General Seating

Doors open: 3:00 PM Event begins: 4:00 PM

Note: Please plan to arrive early to be seated by 3:45 PM for the event to start on time. No unfilled seats will be allowed to be saved.

Carlson Family Stage at Northrop (http://campusmaps.umn.edu/tc/building/NMA/) 84 Church Street SE Minneapolis, MN 55455

Tickets*: No Cost; Ticket required for admission

Registration Dates:

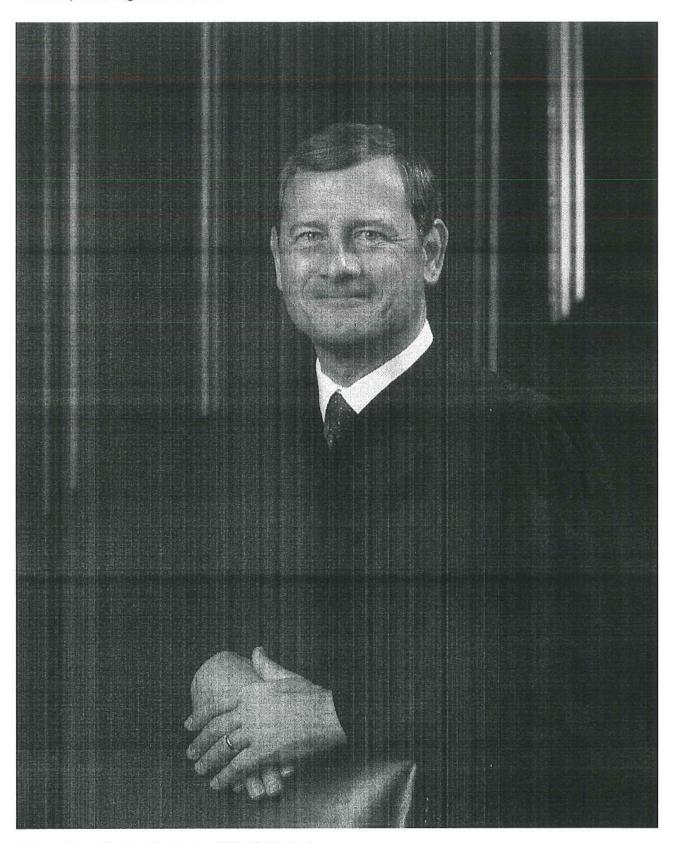
Monday, Sept 10 at 10 AM

University of Minnesota Law School students, faculty, and staff registration (Limit 1 ticket)

Thursday, Sept 13 at 10 AM

University of Minnesota Law School alumni and University community registration (Limit 2 tickets)

Monday, Sept 17 at 10 AM General public registration (Limit 2 tickets)



Rules of courtroom decorum will be followed.

No purses, backpacks, bags, cell phones, cameras or recording devices will be allowed in the lecture hall. These items must be checked at coat check.

1 CLE credit has been requested

Location, parking and transportation information: Northrop (http://northrop.umn.edu) is located on the East Bank campus of the University of Minnesota, near University Avenue and 17th Avenue SE/Church Street in Minneapolis. Building info and links to maps and parking options are available here (http://www.northrop.umn.edu/visit). Please note that the Church Street Garage fills quickly and you may wish to consider other options.

Northrop (http://northrop.umn.edu) is also located near the East Bank Station for the Green Line (http://www.metrotransit.org/imap/map.aspx?search=East+Bank+Station). The Metro Transit website (http://www.metrotransit.org) has information about bus and light rail options.

"At the end of your registration, there will be an option to download and save your ticket for you to print and bring with you to the event. If you are unable to download and print your ticket, please contact U of M Tickets & Events. No tickets will be mailed. You may also select to receive your ticket at Will Call. Please allow time for ticket lines at Will Call. Please note: If you are unable to attend, please return your ticket(s) to U of M Tickets & Events, so that another person may be able to attend. Thank you.

John G. Roberts, Jr., Chief Justice of the United States, was born in Buffalo, New York, January 27, 1955. He married Jane Marie Sullivan in 1996 and they have two children - Josephine and Jack. He received an A.B. from Harvard College in 1976 and a J.D. from Harvard Law School in 1979. He served as a law clerk for Judge Henry J. Friendly of the United States Court of Appeals for the Second Circuit from 1979–1980 and as a law clerk for then-Associate Justice William H. Rehnquist of the Supreme Court of the United States during the 1980 Term. He was Special Assistant to the Attorney General, U.S. Department of Justice from 1981–1982, Associate Counsel to President Ronald Reagan, White House Counsel's Office from 1982–1986, and Principal Deputy Solicitor General, U.S. Department of Justice from 1989–1993. From 1986–1989 and 1993–2003, he practiced law in Washington, D.C. He was appointed to the United States Court of Appeals for the District of Columbia Circuit in 2003. President George W. Bush nominated him as Chief Justice of the United States, and he took his seat September 29, 2005.

Photo: Collection of the Supreme Court of the United States

Promotional code	
If you have a promo or presale code, please enter the code here:	
	Go

Contact us:

84 Church St SE, Ste 13 Minneapolis, MN 55455

Phone: 612-624-2345

https://tickets.umn.edu (https://tickets.umn.edu)
Email: umntix@umn.edu (mailto:umntix@umn.edu)

Hours:

Mon - Fri: 10 AM to 5 PM

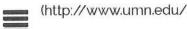
© 2018 Regents of the University of Minnesota. All rights reserved.

The University of Minnesota is an equal opportunity educator and employer

Twin Cities Campus : <u>Parking & Transportation (http://www1.umn.edu/pts/) Maps & Directions (http://www.umn.edu/twincities/maps/index.html)</u>

<u>Directories (http://www.directory.umn.edu/)</u> <u>Contact U of M (http://www.umn.edu/twincities/contact/)</u> <u>Privacy (http://www.privacy.umn.edu/)</u>







TICKETS AND EVENTS

(default.asp)

The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States

Tue October 16 2018 4:00 PM

Wheelchair

We look forward to you joining us at The 2018 Stein Lecture. Please plan to arrive early to be seated by 3:45 PM for the event to begin on time.

Promotional code	
The last promo code you entered was:	es acuertas acuas
1819stein	***************************************
To use another promo or presale code, enter the code here:	
	Go
Quantity	
▼ 1819Stein (1819stein) ∰ (Max 1)*	
*Note: The "Max" values shown above do not reflect your past purchases. In some cases your past purchase count towards the maximum number of tickets you are allowed.	s may
You have selected best available, prices cannot be confirmed	
Price zone	
Best Available / Choose for me	
General Admission	
1819Stein (1819stein)	\$0.00

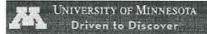
Exit this event

© 2018 Regents of the University of Minnesota. All rights reserved.

The University of Minnesota is an equal opportunity educator and employer

Twin Cities Campus : <u>Parking & Transportation (http://www1.umn.edu/pts/)</u> <u>Maps & Directions (http://www.umn.edu/twincities/maps/index.html)</u>

<u>Directories (http://www.directory.umn.edu/)</u> <u>Contact U of M (http://www.umn.edu/twincities/contact/)</u> <u>Privacy (http://www.privacy.umn.edu/)</u>



myU > One Stop >

TICKETS AND EVENTS

Order for 1 item(s)	Active pr Subtotal \$0.00	omotions 1819stein
	Time remaining to complete purchase: 14.21	Shopping Cart Summary

			Time remaining to complete purchase: 1423	Shopping Cart Summary
Tickets & Pack	ages 💌 Course Registra	tions Online User Account 🗸	Information Gift Certificates Help	
◆ Continue Shopping				
Shopping cart S	Summary			
Admissions				
The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States Tue October 18 2018 400 PM	Section Gen Adm	Price Type 1819Stein ▼ '		S000 ©
	Remove seat / admiss	sion	Performance Total Amount	S000

Admission total amount

Grand Total

Cancel order

Continue

© 2018 Regents of the University of Minnesota. All rights reserved.

The University of Minnesota is an equal opportunity educator and employer.

Twin Cities Campus . <u>Parking & Transportation Maps & Directions</u>

<u>Directories Contact U of M Privacy</u>

\$0.00

50.00





TICKETS AND EVENTS

(default.asp)

Your Contact Information

Please provide your contact information below. First and last name, email address, and postal address fields are required. The address you enter must match the cardholder's billing address or the credit card transaction will be declined. If a field is grayed out, the information is not required until the field is active. If you have skipped a required field, you may see a caution triangle to remind you to complete the information.

Name

Mr/Ms/Mrs/Dr/	Prof - Title

First Name	
Middle Initial	
Last Name	
Jr/Sr/III/MA/MS	5 - Suffix
Preferred Phone	
Alternate Phone	1 - Work
Alternate Phone	2 - Mobile
Email *select or enter	•

Address

'select or enter v info' State/Province 'select or enter info' Country USA V Zip/Postal Code	Street	
'select or enter info' State/Province 'select or enter info' Country USA Zip/Postal Code Check here to create a username and password to access my account information and order history for future use. These fields are only required if you click this check box to create a username and password. User Name Note: We recommend using your email address as your purchasing/registration user name your password must contain at least 8 characters. Password Confirm Password		
info' State/Province *select or enter info' Country USA Zip/Postal Code Check here to create a username and password to access my account information and order history for future use. These fields are only required if you click this check box to create a username and password. User Name Note: We recommend using your email address as your purchasing/registration user name your password must contain at least 8 characters. Password Confirm Password	City	<i>h</i> •
'select or enter info' Country USA Zip/Postal Code Check here to create a username and password to access my account information and order history for future use. These fields are only required if you click this check box to create a username and password. User Name Note: We recommend using your email address as your purchasing/registration user name your password must contain at least 8 characters. Password Confirm Password	info	
Country USA Zip/Postal Code Check here to create a username and password to access my account information and order history for future use. These fields are only required if you click this check box to create a username and password. User Name Note: We recommend using your email address as your purchasing/registration user name your password must contain at least 8 characters. Password Confirm Password	State/Province	
Zip/Postal Code User Settings Check here to create a username and password to access my account information and order history for future use. These fields are only required if you click this check box to create a username and password. User Name Note: We recommend using your email address as your purchasing/registration user name your password must contain at least 8 characters. Password Confirm Password	*select or enter info*	*
Zip/Postal Code User Settings Check here to create a username and password to access my account information and order history for future use. These fields are only required if you click this check box to create a username and password. User Name Note: We recommend using your email address as your purchasing/registration user name your password must contain at least 8 characters. Password Confirm Password	Country	
User Settings Check here to create a username and password to access my account information and order history for future use. These fields are only required if you click this check box to create a username and password. User Name Note: We recommend using your email address as your purchasing/registration user name your password must contain at least 8 characters. Password Confirm Password	USA ▼	
Check here to create a username and password to access my account information and order history for future use. These fields are only required if you click this check box to create a username and password. User Name Note: We recommend using your email address as your purchasing/registration user name your password must contain at least 8 characters. Password Confirm Password	Zip/Postal Code	
Check here to create a username and password to access my account information and order history for future use. These fields are only required if you click this check box to create a username and password. User Name Note: We recommend using your email address as your purchasing/registration user name your password must contain at least 8 characters. Password Confirm Password		
Note: We recommend using your email address as your purchasing/registration user name your password must contain at least 8 characters. Password Confirm Password	order history for future use. These create a username and password.	
Your password must contain at least 8 characters. Password Confirm Password	COSCI PULITIC	
Confirm Password	Your password must contain at lea	
Confirm Password	Password	

	Confirm Password	

Cancel

Continue

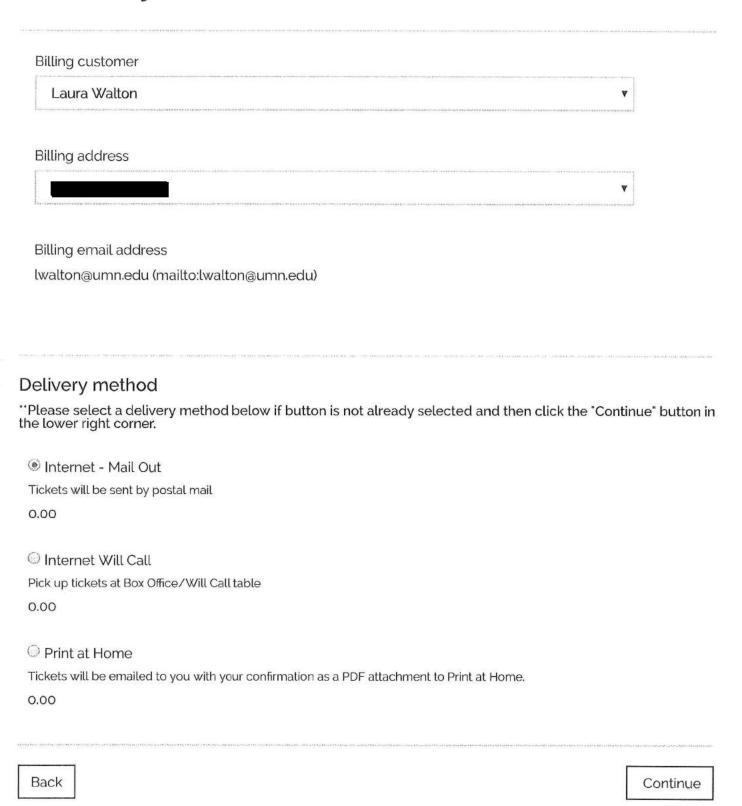
© 2018 Regents of the University of Minnesota. All rights reserved.

The University of Minnesota is an equal opportunity educator and employer

Twin Cities Campus : <u>Parking & Transportation (http://www1.umn.edu/pts/)</u> <u>Maps & Directions (http://www.umn.edu/twincities/maps/index.html)</u>

<u>Directories (http://www.directory.umn.edu/)</u> <u>Contact U of M (http://www.umn.edu/twincities/contact/)</u> <u>Privacy (http://www.privacy.umn.edu/)</u>

Delivery details







(default.asp)

Shopping cart (shoppingCart.asp) / Delivery details (loginDelivery.asp) / Verify Info, Complete Questions & Submit Payment / Order summary

Verify Info, Complete Questions & Submit Payment

Please verify the information below, complete any Order/Registration Questions, and provide applicable payment info before clicking BUY to submit your order.

The address you enter must match the cardholder's billing address or the credit card transaction will be declined.

Contact and address summary

Contact summary
Laura Walton
Email
lwalton@umn.edu (mailto:lwalton@umn.edu)

Address

Delivery method Update

Delivery method Internet - Mail Out

Amount 0.00

Purchase summary

Cancel

Buy

Click the 'Buy' button ONLY ONCE. Clicking more than once may charge your credit card multiple times.

Your privacy is important to us. See our Privacy Policy

NOTE: All orders are subject to credit card approval and verification of billing address.

If your order includes event tickets or registration, please plan to allow time for traffic, parking, and entry to the event. We encourage you to bring proper event ticket (if ticketed event), photo ID, credit card used for purchase, confirmation/receipt to facilitate entry or any issues with your registration/purchase. Please check to see if there are any security restrictions for your event and plan accordingly for any additional time or limitations that may be required.

© 2018 Regents of the University of Minnesota. All rights reserved.

The University of Minnesota is an equal opportunity educator and employer

Twin Cities Campus: <u>Parking & Transportation (http://www1.umn.edu/pts/)</u> <u>Maps & Directions (http://www.umn.edu/twincities/maps/index.html)</u>

<u>Directories (http://www.directory.umn.edu/)</u> <u>Contact U of M (http://www.umn.edu/twincities/contact/)</u> <u>Privacy (http://www.privacy.umn.edu/)</u>

Laura Walton, Iwalton@umn.edu, 612-624-1885

Event Contact(s) Name / Email / Phone:

Event Name:

A Conversation Between U.S. Supreme Court Chief Justice John G. Roberts Jr. and Professor Robert A. Stein

Presenter/Sponsor:

University of Minnesota Law School

Day (s), Date(s) and Times:

Tuesday, October 16, 2018; 4 p.m.

Public On-Sale Date and Time:

Please return this completed form at least 15 working days prior to the on-sale date.

Monday, September 17 @ 10 a.m. - Public (2 tickets)

Promotion (pre-sales) begins and ends (date and time):

Any limits on promotional codes.

Monday, September 10 @ 10 a.m. – Law School students, faculty and staff (1 ticket) 642 – CAP (600) Wednesday. September 12 @ 10 a.m. – Law School students, faculty and staff (1 ticket)

Wednesday, September 12 @ 10 a.m. - Law Leaders (2 tickets)

-Wednesday, September 12 @ 10 a.m. – student guests (1 ticket) ユリモーコナル

Thursday, September 13 @ 10 a.m. – Law School alumni and University community (2 tickets) 4 1

Event off-sale date/time:

Tuesday, October 16, 2018; 4 p.m.

Location/Venue/Gross Capacity: (check one)

Carlson Family Stage	Х
(Capacity 2692)	
Best Buy Theater	X
(Capacity 168)	(overflow)
Rehearsal Room	
(Capacity)	
Seminar Room	
(Capacity)	
Founders Room	
(Capacity)	
Memorial Hall	
(Capacity)	
Plaza	
(Capacity)	
Other (please list)	

Today's Date: 3/7/2017

Public 154

Prices / Discounts:

*Online sales with major credit card; payment in full required at time of registration. Any Limits on admission categories.

Promo codes needed:

- Monday, September 10 @ 10 a.m. Law School students, faculty and staff (1 ticket) = promo code: 1819Stein
- Wednesday, September 12 @ 10 a.m. Law Leaders (2 tickets) = promo code: 1819LawLeaders
- Wednesday, September 12 @ 10 a.m. student guests (1 ticket) = promo code: 1819SteinGuest
- Thursday, September 13 @ 10 a.m. Law School alumni and University community (2 tickets) = promo code: 1819LawComm

Limits (if any):

(Limit on the number of registrations per person or per order; usually applied to discounts)

- Monday, September 10 @ 10 a.m. Law School students, faculty and staff (1 ticket)
- Wednesday, September 12 @ 10 a.m. Law Leaders (2 tickets)
- Wednesday, September 12 @ 10 a.m. student guests (1 ticket)
- Thursday, September 13 @ 10 a.m. Law School alumni and University community (2 tickets)

Holds by category:

Number of spaces to hold back from being available for registration. These are often for VIPs, equipment placement: cameras, soundboard, recording equipment, staff seating, artist, sponsors and complimentary registrations.

Reserved tickets - 200

Seating: (check one)

General Admission	X
Reserved	

Please provide any additional relevant details (ex. main floor only, seat by level, close Gallery, etc.): Special areas held for seating need to be determined prior to going on-sale.

ADA:

Will there be a signer at the event? Hearing devices available? Hearing devices should be available from Northrop

Private URL needed for early registration: No

Parking:

Northrop parking and directions: http://www.northrop.umn.edu/visit/parking-directions. Northrop is also located near the East Bank Station for the Green Line. The Metro Transit website has information about bus and light rail options.

Food/Meals: No

Lodging: No

(Details if included or offered as an option with registration)

Questions / Data Capture / Tracking for Each Attendee:

Please indicate your affiliation to the University of Minnesota Law School:

Law School student
Law School faculty or staff
Law School alumni
U of M student
U of M faculty or staff
U of M alumni

General public

Type box for write-ins

How did you hear about this event?

Postcard mailing

Promotional Email

Law School website

University of Minnesota website

Facebook

Twitter

Word of Mouth

Type box for write-ins

Suggested Gift Option - Fund Name, Fund Number, Suggested Amount: No

Package: No

(Combining at least two sellable items into a package, e.g., multiple events, donation, merchandise)

CEU / CME Units Offered:

1.5 Standard CLE credits will be requested.

Other:

Optional: Registration by phone through U of M Tickets & Events (in person at Northrop also) Phone # 612-624-2345, Monday – Friday, 10am – 5pm

Northrop Website & Digital Signage Needs:

Information about event, speakers, topic, program, schedule, etc; link to department site, speaker sites; photos, images, logos that should be included.

- John G. Roberts, Jr., Chief Justice of the United States, was born in Buffalo, New York, January 27, 1955. He married Jane Marie Sullivan in 1996 and they have two children Josephine and Jack. He received an A.B. from Harvard College in 1976 and a J.D. from Harvard Law School in 1979. He served as a law clerk for Judge Henry J. Friendly of the United States Court of Appeals for the Second Circuit from 1979–1980 and as a law clerk for then-Associate Justice William H. Rehnquist of the Supreme Court of the United States during the 1980 Term. He was Special Assistant to the Attorney General, U.S. Department of Justice from 1981–1982, Associate Counsel to President Ronald Reagan, White House Counsel's Office from 1982–1986, and Principal Deputy Solicitor General, U.S. Department of Justice from 1989–1993. From 1986–1989 and 1993–2003, he practiced law in Washington, D.C. He was appointed to the United States Court of Appeals for the District of Columbia Circuit in 2003. President George W. Bush nominated him as Chief Justice of the United States, and he took his seat September 29, 2005.
- Photo attached
- Stein lecture description: Professor Robert A. Stein, class of 1961, dean of the Law School for 15 years, and former chief operating officer of the American Bar Association, generously endowed this lecture series to enrich the program of the Law School by inviting leaders of the bench and bar and of the governments of the United States and other nations to deliver an annual lecture on a topic of national or international interest.

Northrop Marketing info:

AV Online Sales Info Page(s):

Information about event, speakers, topic, program, schedule, etc; link to department site, speaker sites; photos, images, logos that should be included.

- Tuesday, October 16, 2018
- **General Seating**
- Doors open: 3:00 p.m.
- Event begins: 4:00 p.m.
- Note: Please plan to arrive early to be seated by 3:45 p.m. for the event to start on time.
- Carlson Family Stage at Northrop
- 84 Church Street SE

Minneapolis, MN 55455 _

+ Reception to follow lecture
Tickets: No Cost; Ticket required for admission

Registration:

- University of Minnesota Law School students, faculty and staff registration begins September 10
- University of Minnesota Law School alumni and University community registration begins September 13 at 10 a.m.
- Registration opens to the public on September 17 at 10 a.m.
- Rules of courtroom decorum will be followed.
- No purses, backpacks, cell phones, cameras or recording devices will be allowed in the hall. We encourage you not to bring them but coat check will be available if needed.
- 1.5 Standard CLE credit will be requested.

Additional Resources:

(links to sites where we or customers can find additional info) Law School event page will not go live until August 15

Event / General Info:

Any information beyond what would be included on the registration pages. This may be information for internal use only or that would be helpful for phone sellers when speaking with customers.

Ticket patrons should be seated by 3:45 PM. Doors will open by 3 PM. Event at 4 PM.

- Rules of courtroom decorum will be followed.
- No purses, backpacks, bags, cell phones, cameras or recording devices will be allowed in the lecture hall. These items must be checked at coat check.

Automated sales reports:

Daily report starting Monday, September 10 to Laura Walton, lwalton@umn.edu

EFS String for Event Revenue Transfer

1701-10806-20237 (CF1) 0009060

UMTE/NRP Fees: (2017/18 rates)

- Northrop Facility Fee: \$3 per paid admission/registration
- \$.35 per complimentary registration
- \$.50 per consignment ticket (limited 10% of the house)
- 4% process fee on all credit card transactions
- Configuration Fees will be quoted based on data compiled on this form

Contacts for Northrop Events:

U of MN Tickets & Events			
Holly Radis-McCluskey	612-626-0509	radis001@umn.edu	Primary Contact, Service
			Agreement & Quotes, Settlement
Ken Hahn	612-301-1807	khhahn@umn.edu	Configuration, Scheduled Reports
Dan Wozney	612-626-7082	wozne002@umn.edu	Configuration, Scheduled
			Reports/AV website
Julie Strothman	612-625-7821	jstrothm@umn.edu	Event Manager
Northrop			
Cari Hatcher	612-625-6003	chatcher@umn.edu	Marketing & Publicity Director
Miranda Woehrle	612-625-1523	mwoehrle@umn.edu	Creative Director
Daniel Ringold	612-301-3019	dringold@umn.edu	Graphic Designer
Abigail Taylor	612-626-4048	frank968@umn.edu	Communications Manager
Brian Ahlm	612-625-4362	bjahlm@umn.edu	Website Design
Kari Schloner	612-625-0796	kschlone@umn.edu	General Manager

THE STEIN LECTURE

A CONVERSATION BETWEEN JUSTICE SONIA SOTOMAYOR AND PROFESSOR ROBERT A. STEIN

Promotional code If you have a promo or presale code, please enter the code here. Go

Professor Robert A. Stein, class of 1964, dean of the Law School for 15 years, and former chief operating officer of the American Bar Association, generously endowed this lecture series to enrich the program of the Law School by inviting leaders of the bench and bar and of the governments of the United States and other nations to deliver an annual lecture on a topic of national or international interest

Contact us

U of M Tickets and Events

Northrop 84 Church St SE, Ste 13 Minneapolis, MN 55455

Phone 612-624-2345

Fax 612-625-4008 https://tickets.umm.edu Email: umratica.umm.edu

Hours: Mon - Fri 10 AM to 5 PM

The 2016 Stein Lecture: U.S. Supreme Court Justice Sonia Sotomayor

Monday October 17, 2016 General Seating

Doors open 300 PM Event begins: 400 PM

Note: Please plan to arrive early to be sealed by 3.45 PM for the event to start on time.

Carlson Family Stage at Northrop 84 Church Street SE Minneapolis MN 55455

Tickets': No Cost: Ticket required for admission

Registration:

University of Minnesota Law School students, faculty, and staff registration begins September 12 at 10 AM.

University of Minnesota Law School alumni and University community registration begins September 16 at 10 AM

General public registration begins September 19 at 10 AM.

Rules of courtroom decarum will be followed

No purses, backpacks bags, cell phones cameras or recording devices will be allowed in the half. We encourage you to not bring them, but cost check will be available if needed.

15 Standard CLE credit has been requested

Location, parking and transportation information: Northrop is located on the East Bank campus of the University of Minnesota near University Avenue and 17th Avenue SE/Church Street in Minnespolis. Building info and links to maps and parking options are svailable here. Please note that the Church Street Garage fills quickly and you may wish to consider other options.

Northrop is also located near the East Bank Station for the Green Line. The Metro Transit website has information about bus and light rail options.



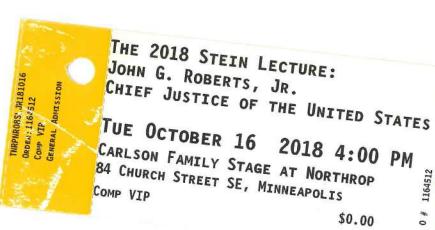
Twin Cities Campus Parking & Transportation Maps & Directions

Directories Contact U of M Privacy

© 2016 Regents of the University of Minnesota All rights reserved

The University of Minnesota is an equal opportunity educator and employer

TAB O



CONP VIP 6ENERAL ADVISSION

TICKETS AND EVENTS

University of Minnesota Driven to Discover™

tickets.umn.edu // 612-624-2345

NO REFUNDS OR EXCHANGES

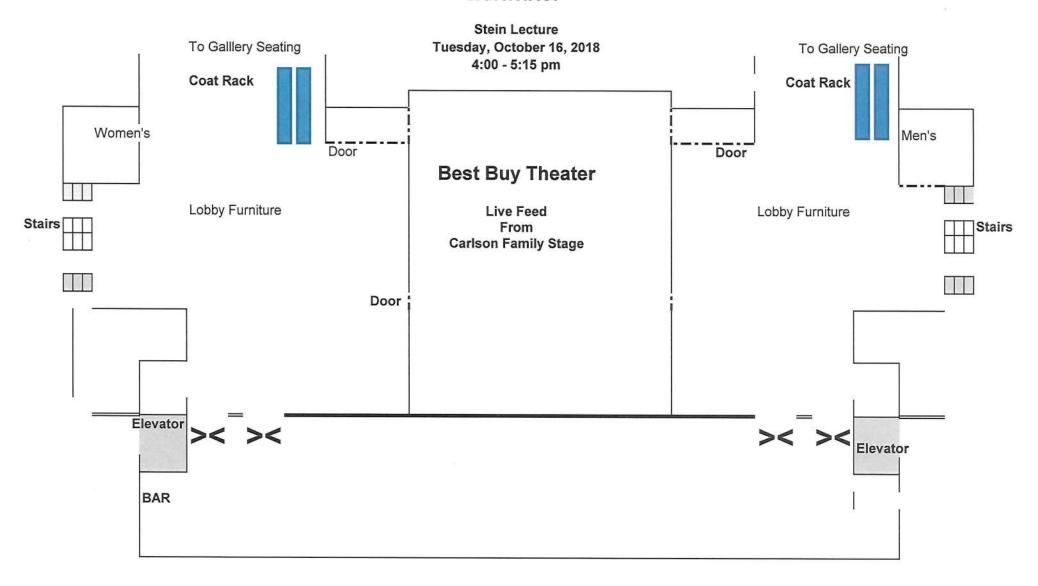
This ticket is a revocable license. Tickets obtained from unauthorized sources may be invalid.

Programs, artists, events, and venues subject to change.

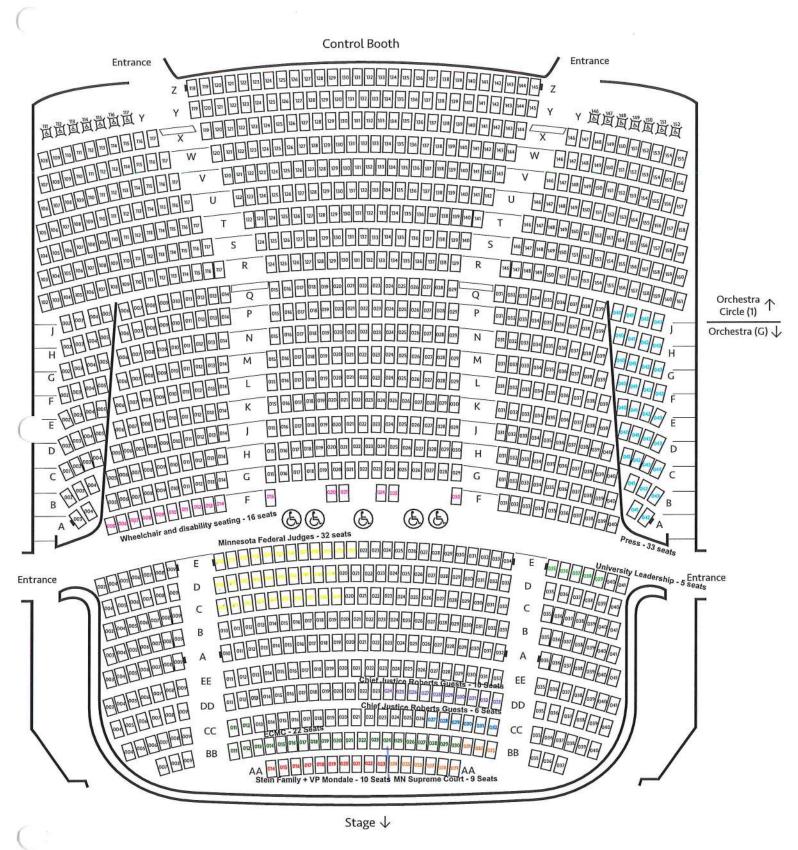
Your credit card statement will identify this purchase as U of M Tickets/Events.

0693699

NORTHROP



Orchestra & Orchestra Circle



E-**-**-W

NORTHROP
UNIVERSITY OF MINNESOTA



- 2. Andrew Bentley
- 3. Alexander Chiquoine
- 4. Serena Chiquoine
- 5. Ana Pottratz Acosta
- 6. Flavio Acosta

ECMC - Row CC 011-012 & Row BB 011-030

- 1. John DePodesta
- 2. Jim McKeon
- 3. Dr. Maurice Salter
- 4. Jasha Salter
- 5. Jack O'Connell
- 6. Kevin Gordon
- 7. K. Paul Singh
- 8. Diana Ingram
- 9. Roberta Ramo
- 10. Brian Boardman
- 11. Sarah Strehl
- 12. Martin Scanlon
- 13. Jeremy Wheaton
- 14. Hunter Wheaton
- 15. Dan Fisher (Dan is supposed to arrive early)
- 16. Joshua Slayton
- 17. Iris Cumberbatch
- 18. Heidi Johnson
- 19. Jan Hines
- 20. Gregory Van Guilder
- 21. Adam Trampe
- 22. Rahoul Ghose

Minnesota Federal Judges - Row C 010-019, Row D 010-019, Row E 010-021

- 1. Hon. John R. Tunheim
- Hon, Joan N. Ericksen
- 3. Hon. Patrick J. Schiltz
- 4. Hon. Susan Richard Nelson
- 5. Hon. Wilhelmina Wright
- 6. Hon. Eric Tostrud
- Hon. Nancy Brasel
 Hon. Donald D. Alsop
 Hon. David S. Doty
- 10. Hon. Michael J. Davis
- 11. Hon. Ann D. Montgomery
- 12. Hon. Lavenski R. Smith
- 13. Hon. Steven M. Colloton
- 14. Hon. Duane Benton
- 15. Hon. Jane Kelly
- 16. Hon. Ralph R. Erickson
- 17. Hon. David R. Stras
- 18. Hon. Steven E. Rau





- 19. Hon. Tony N. Leung
- 20. Hon. Hildy Bowbeer
- 21. Hon. David J. Schultz
- 22. Hon. Kathleen Sanberg
- 23. Hon. Mike Ridgway
- 24. Hon. Robert Kressel
- 25. Hon. Katherine Constantine
- 26. Hon. William Fisher
- 27. Millie Adams
- 28. Kate Fogarty 29. Kathy Tunheim
- 30. Heather Stras
- 31. Hon. James B. Loken
- 32. Hon. C. Arlen Beam

University Leadership - Row E 035-039

- Dean Garry Jenkins
 President Eric Kaler
- 3. Karen Kaler
- 4. Provost Karen Hanson
- 5. Dennis Senchuk (husband of Karen Hanson)

Press - 33 seats

Row A 041-042

Row B 041-043

Row C 041-044

Row D 040-043

Row E 040-043

Row F 040-043

Row G 040-043

Row H 040-043

Row J 040-043

Wheelchair and disability seating - 16 seats

Row F 005-030

The 2018 Stein Lecture signage request

- 1) East side, ground floor next to exterior entrance/staircase
 - CLE Sign-in on First Floor
 - Press Check-in on West Side, First Floor
- 2) East side, ground floor at coat check
 - Rules of courtroom decorum will be followed. No purses, backpacks, bags, or recording devices are allowed in the auditorium. These items must be checked at Coat Check.
- 3) West side, ground floor at coat check
 - Rules of courtroom decorum will be followed. No purses, backpacks, bags, or recording devices are allowed in the auditorium. These items must be checked at Coat Check.
- 4) East side, first floor in Memorial Hall
 - Welcome
 - Rules of courtroom decorum will be followed. No purses, backpacks, bags, or recording devices are allowed in the auditorium. These items must be checked at Coat Check on either the East or West side, ground floor.
 - Notice: This event will be recorded.
- 5) West side, first floor in Memorial Hall
 - Welcome
 - Rules of courtroom decorum will be followed. No purses, backpacks, bags, or recording devices are allowed in the auditorium. These items must be checked at Coat Check on either the East or West side, ground floor.
 - · Notice: This event will be recorded.
- 6) East side, first floor outside main Atrium entrance to auditorium
 - Rules of courtroom decorum will be followed. No purses, backpacks, bags, or recording devices are allowed in the auditorium.
 - Please turn off your cell phones for the duration of this event. Cell phone use is prohibited inside the auditorium.
- 7) West side, first floor outside main Atrium entrance to auditorium
 - Rules of courtroom decorum will be followed. No purses, backpacks, bags, or recording devices are allowed in the auditorium.
 - Please turn off your cell phones for the duration of this event. Cell phone use is prohibited inside the auditorium.
- 8) West side, first floor at press table
 - Press Check-In

- 9) West side, first floor at CLE table
 - CLE Sign-In
- 10) East side, first floor at CLE table
 - CLE Sign-In

The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States Tuesday, October 16, 2018

Reserved Seating List

All seats should remain reserved until the lecture begins at 4pm.

Stein Family & Vice President Walter Mondale - Row AA 014-023

- 1. Sandra Stein
- 2. Karin Stein O'Boyle



- 7. Robert Routh
- 8. Kushal Tantry
- 9. Owen Masica
- 10. Vice President Walter Mondale

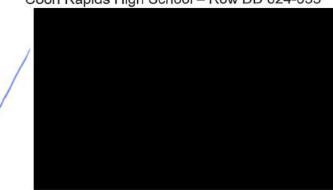
Note: Vice President Mondale and Justice David Lillehaug are attending the dinner together. They may want to sit together. Justice Lillehaug has a reserved seat in the Minnesota Supreme Court section right next to Vice President Mondale.

Minnesota Supreme Court - Row AA 024-029 & Row BB 031-033

- 1. Chief Justice Lorie Gildea
- 2. Justice Christopher Dietzen
- 3. Justice David Lillehaug
- 4. Justice G. Barry Anderson
- 5. Louise H. Anderson (Wife of Justice Anderson)
- 6. Justice Natalie Hudson
- 7. Justice Margaret Chutich
- 8. Justice Anne McKeig
- 9. Justice Paul Thissen

Chief Justice Roberts' Guests

Coon Rapids High School - Row DD 024-033



Additional Guests - Row CC 027-032

3

Need 211

/

RESERVED

CAPTIONING

ASL Interpreters Reserved Seating

ASL

Reserved Seating

RESERVED

Please do not remove.

RESERVED

Please do not remove.

RESERVED

Please do not remove.

RESERVED

Please do not remove.



stein Lecture

1 message

Knudson, Scott <SKnudson@briggs.com>
To: "lawevent@umn.edu" <lawevent@umn.edu>

Thu, Sep 6, 2018 at 3:59 PM

Message for Laura Walton Cope

copy Angie

Dear Ms. Walton.

I have a special request for the October 16 Stein Lecture, at which Chief Justice Roberts will be speaking. The Chief clerked for Justice Rehnquist OT 80; I clerked for Justice Rehnquist OT 83, and I met the Chief when he paid chambers a visit in the fall of 1983. We have seen each other many times since then at Rehnquist clerk reunions.

I would appreciate very much getting two tickets for the lecture, for my wife Lisa and me. Lisa has met the Chief numerous times before as well. This lecture could be oversubscribed, so I make this request before the alumni and public can request tickets, to be sure of getting tickets and the chance to meet the Chief in person.



Scott G. Knudson Class of 1982

Shareholder

Briggs and Morgan, Professional Association

OFC 612-977-8400 | DIR 612-977-8279 | FAX 612-977-8650

2200 IDS Center, 80 South 8th Street, Minneapolis, MN 55402

Briggs.com

TAB P



'he 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States

Law School Events <lawevent@umn.edu>
To: alllawschool@umn.edu

Wed, Aug 15, 2018 at 10:16 AM



UNIVERSITY OF MINNESOTA LAW SCHOOL

The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States

Tuesday, October 16, 2018 | 4 p.m. | Northrop



John G. Roberts, Jr., Chief Justice of the United States, was born in Buffalo, New York, January 27, 1955. He married Jane Marie Sullivan in 1996 and they have two children - Josephine and Jack. He received an A.B. from Harvard College in 1976 and a J.D. from Harvard Law School in 1979. He served as a law clerk for Judge Henry J. Friendly of the United States Court of Appeals for the Second Circuit from 1979–1980 and as a law clerk for then-Associate Justice William H. Rehnquist of the Supreme Court of the United States during the 1980 Term.

He was Special Assistant to the Attorney General, U.S. Department of Justice from 1981–1982, Associate Counsel to President Ronald Reagan, White House Counsel's Office from 1982–1986, and Principal Deputy Solicitor General, U.S. Department of Justice from 1989–1993. From 1986–1989 and 1993–2003, he practiced law in Washington, D.C. He was appointed to the United States Court of Appeals for the District of Columbia Circuit in 2003. President George W. Bush nominated him as Chief Justice of the United States, and he took his seat September 29, 2005.

Photo: Collection of the Supreme Court of the United States

Rules of courtroom decorum will be followed. No purses, backpacks, bags, cell phones,

cameras, or recording devices will be allowed in the lecture hall. These items must be checked at Coat Check.

About the Stein Lecture

Professor Robert A. Stein, class of 1961, dean of the Law School for 15 years, and former chief operating officer of the American Bar Association, generously endowed this lecture series to enrich the program of the Law School by inviting leaders of the bench and bar and of the governments of the United States and other nations to deliver an annual lecture on a topic of national or international interest.

Registration Information

Priority registration will be given to University of Minnesota Law School students, faculty, and staff beginning Monday, September 10 at 10 a.m. On Thursday, September 13 at 10 a.m. registration will open to all alumni and the University of Minnesota community. The legal community and general public will be able to reserve tickets beginning Monday, September 17 at 10 a.m.

Event Information



Thank you.

Laura Walton, Event Manager University of Minnesota Law School (612) 624-1885 lawevent@umn.edu

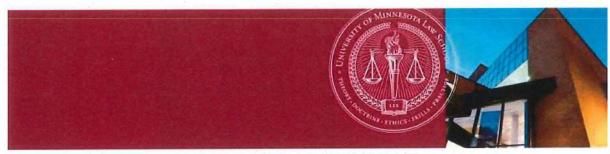


Roberts, Jr.

Law School Events <lawevent@umn.edu>

Mon, Sep 10, 2018 at 9:15 AM

To: alllawschool@umn.edu, "law-adjuncts@umn.edu" <law-adjuncts@umn.edu>, "law-affiliatedfellows@umn.edu" <law-adjuncts@umn.edu>



UNIVERSITY OF MINNESOTA LAW SCHOOL

The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States

Tuesday, October 16, 2018 | 4 p.m. | Northrop Reception to follow lecture in the Northrop Atrium

Law School students, faculty, and staff may reserve 1 ticket beginning at 10 a.m. on Monday, September 10 by using the **promo code** 1819Stein for priority registration.

You may reserve 1 guest ticket beginning at 10 a.m. on Wednesday, September 12 by using the promo code 1819SteinGuest. Duplicate orders per promo code will be monitored and will result in a canceled order.

Rules of courtroom decorum will be followed. No purses, backpacks, bags, cell phones, cameras, or recording devices will be allowed in the lecture hall. These items must be checked at Coat Check.

Reserve Your Ticket

Ticket Delivery

At the completion of your ticket order, you will have 2 options for ticket delivery:

- 1. Will Call Your ticket will be available for pick-up at the Will Call window located on the Ground Level, East Side of Northrop. Please be prepared to show identification. We highly encourage you not to wait until the day of the event to pick-up your tickets. Northrop is open for ticket pick-up Monday-Friday from 10 a.m.-5 p.m.
- Print at Home Your ticket will be emailed to you at the address listed in your registration. You will need to print the PDF attachment on the order confirmation and bring

the paper copy with you for admission. Tickets can not be scanned from a mobile device.

For registration questions, please contact:

U of M Tickets and Events Ticket Office, Northrop 84 Church Street SE, Ste 13 Minneapolis, MN 55455 Phone, walk-up and internet ticket reservations available:

tickets.umn.edu

Phone: 612-624-2345 Email: umntix@umn.edu

Hours: Monday-Friday: 10 a.m.-5 p.m.

Event Information



Thank you.

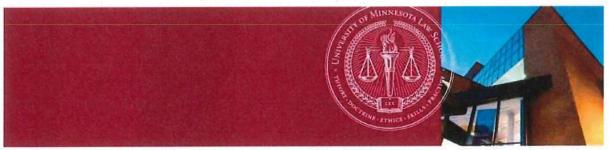
Laura Walton, Event Manager University of Minnesota Law School lawevent@umn.edu



ricket update for The 2018 Stein Lecture with Chief Justice Roberts

1 message

Law School Events <lawevent@umn.edu> Thu, Sep 20, 2018 at 12:14 PM To: alllawschool@umn.edu, "law-adjuncts@umn.edu" <law-adjuncts@umn.edu>, "law-affiliatedfellows@umn.edu" <law-affiliatedfellows@umn.edu>



UNIVERSITY OF MINNESOTA LAW SCHOOL

The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States

Law School students, faculty, and staff,

We have received an enthusiastic response from our Law community and are pleased to report <u>The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States</u> will have a full house at Northrop on Tuesday, October 16 and is sold out.

We continue to receive inquiries for tickets and request that if you have reserved a ticket and can no longer attend, please follow the instructions below to release your reservation. You can cancel tickets up until the day of the event.

Instructions to Release a Ticket: Have your ticket information available. The
Northrop Box Office will request your name, order number, and bar code number.
You may contact Northrop with this information at 612-624-2345
or umntix@umn.edu; Monday-Friday, 10 a.m.-5 p.m. and Saturdays 10 a.m.-2 p.m.

For additional questions regarding your registration, please contact:

U of M Tickets and Events Ticket Office, Northrop

Phone: 612-624-2345

tickets.umn.edu

Email: umntix@umn.edu

Hours: Monday-Friday from 10 a.m.-5 p.m.

and Saturdays from 10 a.m.-2 p.m.

Event Information



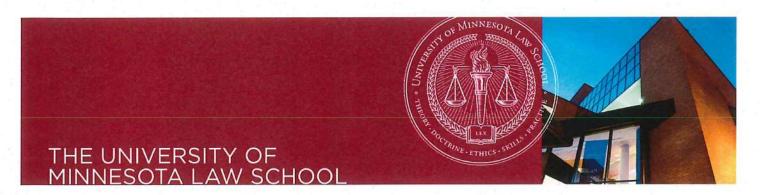
Thank you.
Laura Walton, Event Manager
University of Minnesota Law School
lawevent@umn.edu



2018 Lockhart save the date

_aura Walton <|walton@umn.edu>
To: Laura Walton <|walton@umn.edu>

Wed, Jun 26, 2019 at 5:06 PM



Dear Law School Leader,

This year the annual Stein Lecture will feature John G. Roberts, Jr., Chief Justice of the United States. This much anticipated event will take place Tuesday, October 16 from 4:00 p.m. to 5:45 p.m. at Northrop.

To thank you for your leadership, the Law School would like to offer you the opportunity for early ticket registration on Wednesday, September 12. An email with instructions on how to reserve your tickets will be sent on Tuesday, September 11.

Early registration is strongly encouraged. Tickets for the event are highly coveted and will run out! Ticket registration for all other alumni will begin Thursday, September 13 and become available to the general public on Monday, September 17. Find more details here: law.umn.edu/2018Stein.

Please contact Ryan Sendelbach at send0036@umn.edu or 612-624-2176 with any questions.



Professor Robert A. Stein, class of 1961, dean of the Law School for 15 years, and former chief operating officer of the American Bar Association, generously endowed this lecture series to enrich the program of the Law School by inviting leaders of the bench and bar and of the governments of the United States and other nations to deliver an annual lecture on a topic of national or international interest.

The Stein Lecture

A Conversation Between Chief Justice John G. Roberts, Jr. and Professor Robert A. Stein

Tuesday, October 16, 2018 | 4 p.m. | Northrop Memorial Auditorium

1.5 CLE credits have been requested; see reverse side for registration information



Collection of the Supreme Court

John G. Roberts, Jr., Chief Justice of the United States, was born in Buffalo, New York, January 27, 1955. He married Jane Marie Sullivan in 1996 and they have two children—Josephine and Jack. He received an A.B. from Harvard College in 1976 and a J.D. from Harvard Law School in 1979. He served as a law clerk for Judge Henry J. Friendly of the United States Court of Appeals for the Second Circuit from 1979-1980 and as a law clerk for Ihen-Associate Justice William H. Rehnquist of the Supreme Court of the United States during the 1980 Term. He was Special Assistant to the Attorney General, U.S. Department of Justice from 1981-1982, Associate Counsel to President Ronald Reagan, White House Counsel's Office from 1982-1986, and Principal Deputy Solicitor General, U.S. Department of Justice from 1989-1993. From 1986-1989 and 1993-2003, he practiced law in Washington, D.C. He was appointed to the United States Court of Appeals for the District of Columbia Circuit in 2003. President George W. Bush nominated him as Chief Justice of the United States, and he took his seat September 29, 2005.



This email was sent to tolynch@umn.edu by Law Advancement at the University of Minnesota, 321 Walter Mondale Hall, 229 19th Avenue South, Minneapolis, MN, 55455, USA.

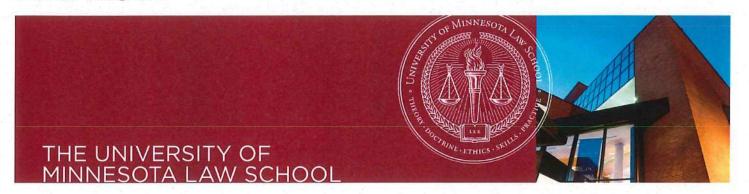
unsubscribe here | update your contact information here | read our email privacy statement



2018 Lockhart ticket email

_aura Walton <lwalton@umn.edu>
To: Laura Walton <lwalton@umn.edu>

Wed, Jun 26, 2019 at 3:10 PM



Dear Law School Leader,

This year the annual Stein Lecture will feature John G. Roberts, Jr., Chief Justice of the United States. This much anticipated event will take place Tuesday, October 16 at 4:00 p.m. at Northrop.

To thank you for your leadership, the Law School would like to offer you the opportunity for early ticket registration.

<u>Law Leaders may reserve up to 2 tickets beginning at 10 a.m. TODAY Wednesday, September 12 by using the promo code 1819LawLeaders for priority registration.</u>

Early registration is strongly encouraged. Tickets for the event are highly coveted and will run out! Ticket registration for all other alumni will begin Thursday, September 13 and become available to the general public on Monday, September 17. Find more details here: law.umn.edu/2018Stein.

RESERVE TICKETS

Phone, walk-up and internet ticket reservations available:

Phone: 612-624-2345 https://tickets.umn.edu Email: umntix@umn.edu Hours: Monday-Friday: 10 a.m.-5 p.m.

Event Information

Please contact Ryan Sendelbach at send0036@umn.edu or 612-624-2176 with any questions.

*Rules of courtroom decorum will be followed. No purses, backpacks, bags, cell phones, cameras, or recording devices will be allowed in the lecture hall.

These items must be checked at Coat Check.





Professor Robert A. Stein, class of 1961, dean of the Law School for 15 years, and former chief operating officer of the American Bar Association, generously endowed this lecture series to enrich the program of the Law School by inviting leaders of the bench and bar and of the governments of the United States and other nations to deliver an annual lecture on a topic of national or international interest.

A Conversation Between Chief Justice John G. Roberts, Jr. and Professor Robert A. Stein

Tuesday, October 16, 2018 | 4 p.m. | Northrop Memorial Auditorium

1.5 CLE credits have been requested; see reverse side for registration information



alection of the Supreme Court the United States John G. Roberts, Jr., Chief Justice of the United States, was born in Buffalo, New York, January 27, 1955. He married Jane Marie Sullivan in 1996 and they have two children—Josephine and Jack. He received an A.B. from Harvard College in 1976 and a J.D. from Harvard Law School in 1979. He served as a law clerk for Judge Henry J. Friendly of the United States Court of Appeals for the Second Circuit from 1979-1980 and as a law clerk for then-Associate Justice William H. Rehnquist of the Supreme Court of the United States during the 1980 Term. He was Special Assistant to the Attorney General, U.S. Department of Justice from 1981-1982, Associate Counsel to President Ronald Reagan, White House Counsel's Office from 1982-1986, and Principal Deputy Solicitor General, U.S. Department of Justice from 1989-1993. From 1986-1989 and 1993-2003, he practiced law in Washington, D.C. He was appointed to the United States Court of Appeals for the District of Columbia Circuit in 2003. President George W. Bush nominated him as Chief Justice of the United States, and he took his seat September 29, 2005.



This email was sent to tclynch@umn.edu by Law Advancement at the University of Minnesota, 321 Walter Mondale Hall, 229 19th Avenue South, Minneapolis, MN, 55455, USA.

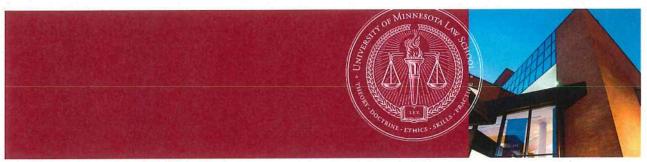
unsubscribe here | update your contact information here | read our email privacy statement



2018 alum save the date

_aura Walton <lwalton@umn.edu>
To: Laura Walton <lwalton@umn.edu>

Wed, Jun 26, 2019 at 5:02 PM



THE UNIVERSITY OF MINNESOTA LAW SCHOOL

This year the annual Stein Lecture will feature Justice John G. Roberts, Jr., Chief Justice of the United States. This much anticipated event will take place Tuesday, October 16 from 4:00 p.m. to 5:45 p.m. at Northrop.

Alumni of the Law School have the opportunity for early ticket registration on Thursday, September 13. An email will be sent on Tuesday, September 12 with details on how to register.

Early registration is strongly encouraged. Tickets for the event are highly coveted and will run out! Ticket registration will become available to the general public on Monday, September 17. Find more details here: law,umn.edu/2018Stein.



Professor Robert A. Stein, class of 1961, dean of the Law School for 15 years, and former chief operating officer of the American Bar Association, generously endowed this lecture series to enrich the program of the Law School by inviting leaders of the bench and bar and of the governments of the United States and other nations to deliver an annual lecture on a topic of national or international interest.

The Stein Lecture

A Conversation Between Chief Justice John G. Roberts, Jr. and Professor Robert A. Stein

Tuesday, October 16, 2018 | 4 p.m. | Northrop Memorial Auditorium

1.5 CLE credits have been requested; see reverse side for registration information



Collection of the Supreme Cor of the United States John G. Roberts, Jr., Chief Justice of the United States, was born in Buffalo, New York, January 27, 1955. He married Jane Marie Sullivan in 1996 and they have two children—Josephine and Jack. He received an A.B. from Harvard College in 1976 and a J.D. from Harvard Law School in 1979. He served as a law clerk for Judge Henry J. Friendly of the United States Court of Appeals for the Second Circuit from 1979–1980 and as a law clerk for them-Associate Justice William H. Rehnquist of the Supreme Court of the United States during the 1980 Term. He was Special Assistant to the Attorney General, U.S. Department of Justice from 1981–1982, Associate Counsel to President Ronald Reagan, White House Counsel's Office from 1982–1986, and Principal Deputy Solicitor General, U.S. Department of Justice from 1989–1993. From 1986–1989 and 1993–2003, he practiced law in Washington, D.C. He was appointed to the United States Court of Appeals for the District of Columbia Circuit in 2003. President George W. Bush nominated him as Chief Justice of the United States, and he took his seat September 29, 2005.









unsubscribe here | update your contact information here | read our email privacy statement

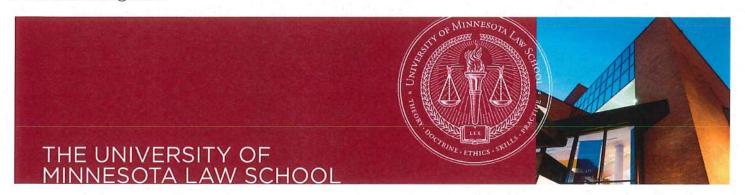




2018 Law School alum ticket email

_aura Walton <lwalton@umn.edu>
To: Laura Walton <lwalton@umn.edu>

Wed, Jun 26, 2019 at 3:09 PM



Dear Law School Alum.

This year the annual Stein Lecture will feature John G. Roberts, Jr., Chief Justice of the United States. This much anticipated event will take place Tuesday, October 16 at 4:00 p.m. at Northrop.

Alumni of the Law School have the opportunity for early ticket registration TOMORROW. <u>Alumni may reserve up to 2 tickets beginning at 10 a.m. on Thursday, September 13 by using the promo code 1819LawComm for priority registration.</u>

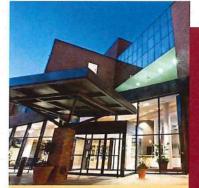
Early registration is strongly encouraged. Tickets for the event are highly coveted and will run out! Tickets will become available to the general public on Monday, September 17. Find more details here: law.umn.edu/2018Stein.

Event Information

Please contact Ryan Sendelbach at send0036@umn.edu or 612-624-2176 with any questions.

*Rules of courtroom decorum will be followed. No purses, backpacks, bags, cell phones, cameras, or recording devices will be allowed in the lecture hall.

These items must be checked at Coat Check.



Professor Robert A. Stein, class of 1961, dean of the Law School for 15 years, and former chief operating officer of the American Bar Association, generously endowed this lecture series to enrich the program of the Law School by inviting leaders of the bench and bar and of the governments of the United States and other nations to deliver an annual lecture on a topic of national or international interest.

The Stein Lecture

A Conversation Between Chief Justice John G. Roberts, Jr. and Professor Robert A. Stein

Tuesday, October 16, 2018 | 4 p.m. | Northrop Memorial Auditorium

1.5 CLE credits have been requested; see reverse side for registration information



Collection of the Supreme Court

John G. Roberts, Jr., Chief Justice of the United States, was born in Buffalo, New York, January 27, 1955. He married Jane Marie Sullivan in 1996 and they have two children—Josephine and Jack. He received an A.B. from Harvard College in 1976 and a J.D. from Harvard Law School in 1979. He served as a law clerk for Judge Henry J. Friendly of the United States Court of Appeals for the Second Circuit from 1979-1980 and as a law clerk for then-Associate Justice William H. Rehnquist of the Supreme Court of the United States during the 1980 Term. He was Special Assistant to the Attorney General, U.S. Department of Justice from 1981-1982, Associate Counsel to President Ronald Reagan, White House Counsel's Office from 1982-1986, and Principal Deputy Solicitor General, U.S. Department of Justice from 1989-1993. From 1986-1989 and 1993-2003, he practiced law in Washington, D.C. He was appointed to the United States Court of Appeals for the District of Columbia Circuit in 2003. President George W. Bush nominated him as Chief Justice of the United States, and he took his seat September 29, 2005.



This email was sent to tclynch@umn.edu by Law Advancement at the University of Minnesota, 321 Walter Mondale Hall, 229 19th Avenue South, Minneapolis, MN, 55455, USA.

unsubscribe here | update your contact information here | read our email privacy statement



MARK, PLEASE RUN THIS NOTICE BY THE CJ STAFF. Box Lunch for faculty interested in meeting with Chief Justice John Roberts on October 16, 2018

Robert Stein <stein@umn.edu>

Sun, Sep 2, 2018 at 2:46 PM

To: Mark Cohen <mcohen@umn.edu>

Cc: Laura Walton < lwalton@umn.edu>, "Robert A. Stein" < stein@umn.edu>

Colleagues,

Chief Justice John Roberts has agreed to a box lunch with faculty interested in meeting him when he visits the Law School on October 16, 2018.. The box lunch is scheduled in the L & V Conference Room from 12:15 to 1:15 pm.

Please let me know if you are interested in attending the box lunch with Chief Justice Roberts on October 16, 2018.

Bob

Robert A. Stein
Everett Fraser Professor of Law
Distinguished Global Professor
University of Minnesota Law School
229 19th Avenue South
Minneapolis, MN 55455
Telephone: 612-625-3047

Fax: 612-625-2011

E-mail: stein@umn.edu



invitation to dinner honoring Chief Justice Roberts; Tues, Oct 16

1 message

Law School Events Law School Events

Thu, Oct 4, 2018 at 11:16 AM



Dear Chief Judge Tunheim,

University of Minnesota Law School Dean Garry W. Jenkins and Professor Robert A. Stein cordially invite you and Mrs. Tunheim to join them for a dinner honoring John G. Roberts, Jr., Chief Justice of the United States.

Tuesday, October 16, 2018 Social at 6 p.m. Dinner at 6:30 p.m.

Lindahl Founders Room, Northrop 84 Church Street Minneapolis, MN 55455

Please reply at your earliest convenience to lawevent@umn.edu and indicate whether you are able to join us for dinner.

Include your names and your dinner selections (Red Wine Braised Beef Short Ribs, Herb-Crusted Minnesota Walleye, or Wild Mushroom Gnocchi) in your reply.

We hope that you can join us.

Thank you, Laura Walton, Event Manager University of Minnesota Law School (612) 624-1885 lawevent@umn.edu



invitation to meet with Justice Sotomayor, Oct 17, 1:15-2P, Rare Books Room

Law School Events <lawevent@umn.edu>

Tue, Oct 4, 2016 at 1:57 PM

Dear Law Student,

As you know, on Monday, October 17, 2016, U.S. Supreme Court Justice Sonia Sotomayor will visit the Law School for this year's Stein Lecture. Professor Robert A. Stein invites you to join Justice Sotomayor for a meeting with a small group of students and recent graduates who are interested in a judicial clerkship. This special invitation is not transferable.

The meeting will be on Monday, October 17, 2016, from 1:15 - 2:00 p.m. in the Arthur C. Pulling Rare Books Room on the Subplaza level, room N30.

Please RSVP by reply to this email.

Please plan to arrive on time on October 17 and to leave your laptop, backpack and other items in your lockers.

We look forward to your reply.

lawevent@umn.edu

University of Minnesota Law School Events 439 Mondale Hall 229 19th Avenue South Minneapolis, MN 55455

Office: 612-624-1885



ipecial Invitation from Professor Robert Stein

Assistant Dean of Students <lawdos@umn.edu> Cc: Laura Walton <lawalton@umn.edu> Mon, Oct 15, 2018 at 10:06 AM

Greetings!

As you know, the Stein Lecture, featuring Chief Justice John Roberts, will take place tomorrow, Tuesday, October 16th at 4:00 PM at Northrop Auditorium.

In preparation for the event, Professor Stein will be holding an **invitation-only pre-lecture discussion tomorrow morning** with members of his Great Cases class, Professor Morrison's Constitutional Law class, and a limited group of student leaders. This pre-Lecture discussion will take place in **Room 25 at 11:15 AM on Tuesday, October 16, 2018**.

If you are able to attend, please be sure to be seated in room 25 tomorrow by 11:15 AM.

Best wishes,

Erin Keyes

Office of Student Affairs

University of Minnesota Law School - Room N160 Mondale Hall 229 - 19th Ave. South - Minneapolis, MN 55455 (ph) 612-625-2456 - (fax) 612-626-1874

email: LAWDOS@umn.edu web: http://www.umn.edu/~lawdos

resources: https://www.law.umn.edu/current-students/student-life/support-resources



-wd: Thank You for Attending The 2018 Stein Lecture: John G. Roberts Jr., Chief Justice of the United States

Angela Tanner <angelat@umn.edu>
To: Laura Walton <lwalton@umn.edu>

Wed, Oct 17, 2018 at 3:08 PM

----- Forwarded message ------

From: Northrop, University of Minnesota <northrop@ecommunications2.umn.edu>

Date: Tue, Oct 16, 2018 at 9:42 PM

Subject: Thank You for Attending The 2018 Stein Lecture: John G. Roberts Jr., Chief Justice of the United States

To: angelat@umn.edu

Trouble viewing? Click here for online version.

University of Minnesota



NORTHROP



THANK YOU

Thank you for attending **The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States** at

Northrop on Tue, Oct 16! The lecture was recorded and a link to the video will be posted on the Law School's event page within the following week.

Please take a moment and let us know how we're doing by taking this short anonymous survey or emailing us at northrop@umn.edu.

We hope you'll return to another Northrop event very soon, and we have LOTS to choose from. Visit our website for a complete listing, or stay in the loop and get special presale announcements and deals

UPCOMING EVENTS



Northrop Presents

Amadeus (Director's Cut) // Film Screening // Wed, Oct 31 // 6:30 pm // Best Buy Theater // Free

Legendary director Milos Foreman's sumptuous, epic biopic of Wolfgang Amadeus Mozart, based on Peter Shaffer's play of the same name, won 11 Oscars including Best Picture of 1985. Discover more about the composer whose music inspired *Mozart in Motion*, and experience this rarely screened director's cut with scenes not seen in its original theatrical release with choreography by Twyla Tharp.

MORE INFO



Northrop Presents

Company Käfig-CCN // Pixel // Sat, Nov 3 // 7:30 pm

With never-before-seen stagecraft, dancers achieve aerial and acrobatic feats in a 3-D digital landscape that changes with their every movement, on ground that shifts beneath their feet. *Pixel's* suspended reality offers a glimpse into the exciting possibilities at the border of the virtual world.

TICKETS & MORE INFO



Institute for Advanced Study, University Honors Program and Northrop Present

Campus Protests, Representation, and Educational Reform // Thu, Nov 8 // 3:30 pm // Best Buy Theater // Free

John Wright (African and African American Studies), Jean O'Brien (American Indian Studies), and Lena Jones (HECUA), Moderated by Provost Karen Hanson

The civil rights struggles of the 1960s led to calls for establishment of the Afro-American and American Indian studies programs at the University of Minnesota. In 1969, the activism of African American and American Indian students and supporters led to the founding of the Departments of Afro-American Studies (now African American & African Studies) and American Indian Studies (the first in the nation). The new intercollegiate Higher Education Consortium on Urban Affairs, or HECUA, soon followed. A panel of program founders and leaders will discuss the history of these efforts and the 50-year legacy of educating students about diversity and identity.

This event is part of the 1968/69-2018/19: Historic Upheavals, Enduring Aftershocks Series.

MORE INFO



Oratorio Society of Minnesota, U of M School of Music and Northrop Present

Lest We Forget World War I Armistice Centenary Concert // Sun, Nov 11 // 4:00 pm

Featuring the Oratorio Society of Minnesota Chorus and the U of M Men's and Women's Choirs as well as Northrop's newly restored, historic Aeolian-Skinner Pipe Organ

With the signing of the Armistice, World War I ended on Nov. 11, 1918, at the "eleventh hour on the 11th day of the 11th month." To commemorate this milestone in world history, this Veterans Day concert will present the United States premiere of composer Patrick Hawes' *The Great War Symphony*-a four-movement, hour-long work for soloists, chorus, and orchestra.* Additional selections will include arrangements of wartime tunes. Presented in collaboration with the U of M Office of the Executive Vice President and Provost.

TICKETS & MORE INFO



Humphrey School of Public Affairs, Carlson and the Carlson Family Foundation Present

The Distinguished Carlson Lecture Featuring Jon Meacham // Wed, Nov 16 // 6:00 pm

Pulitzer Prize-winning presidential historian Jon Meacham will discuss previous moments of crisis and partisan deadlock in American history and suggest how previous generations - and we, in our own time - transcended hours of fear by heeding what Lincoln called "the better angels of our nature."

TICKETS & MORE INFO



U of M School of Music Presents

57th Annual Marching Band Indoor Concert // Sat,
Nov 24, 7:00 pm & Sun, Nov 25, 2:00 pm

Join the University of Minnesota Marching Band, directed by Betsy McCann, for performances that showcase music, tradition, and entertainment for the whole family. Fresh off their Super Bowl LII halftime show appearance, the Marching Band will perform halftime favorites and more. The Pride of Minnesota has been bringing spirit, color, and music to campus for over 125 years.

TICKETS & MORE INFO

This email was sent by: Northrop, University of Minnesota 84 Church Street SE Minneapolis, MN, 55455, USA

This message was sent to The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States ticket holders by Northrop, University of Minnesota, 84 Church St SE, Suite 90, Minneapolis, MN 55455.

Mass Email Privacy Statement

Update Profile or Unsubscribe

Angela Tanner

Executive Office & Admin Specialist

University of Minnesota Law School

415 Mondale Hall · 229 19th Avenue South

Minneapolis, MN 55455

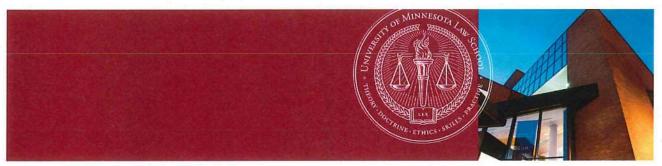
angelat@umn.edu · 612.625.6181



wd: Celebrating the 2018 Stein Lecture

Laura Walton < lwalton@umn.edu>
To: Laura Walton < lwalton@umn.edu>

Wed, Jun 26, 2019 at 5:24 PM



THE UNIVERSITY OF MINNESOTA LAW SCHOOL

Last week, the University of Minnesota Law School was thrilled to present the 2018 Stein Lecture, featuring a discussion between Chief Justice John G. Roberts, Jr. and Professor Bob Stein '61. The turnout for this special event was truly spectacular, as our students, faculty, alumni, and members of the public gathered to fill Northrop Auditorium.

As a Minnesota Law alumni, we invite you to attend events such as the Stein Lecture so that you can continue to engage with our community. If you were unable to join us for this signature event, you are invited to view the recording.

The Stein Lecture is one of the many transformational educational opportunities that Minnesota Law offers throughout the year, all of which are made possible by the generosity of donors like you.





Learn about supporting the Law School.

This email was sent to rogersjenniferm@gmail.com by: Law Advancement at the University of Minnesota, 321 Walter Mondale Hall, 229 19th Avenue South,

Minneapolis, MN, 55455, USA.

unsubscribe here | update your contact information here | read our email privacy statement



wd: Celebrating the 2018 Stein Lecture

Laura Walton < lwalton@umn.edu>
To: Laura Walton < lwalton@umn.edu>

Thu, Oct 25, 2018 at 1:11 PM

On Tue, Oct 23, 2018 at 1:20 PM Minnesota Law lawalum@umn.edu wrote:



THE UNIVERSITY OF MINNESOTA LAW SCHOOL

Last week, the University of Minnesota Law School was thrilled to present the 2018 Stein Lecture, featuring a discussion between Chief Justice John G. Roberts, Jr. and Professor Bob Stein '61. The turnout for this special event was truly spectacular, as our students, faculty, alumni, and members of the public gathered to fill Northrop Auditorium.

As a Minnesota Law alumni, we invite you to attend events such as the Stein Lecture so that you can continue to engage with our community. If you were unable to join us for this signature event, you are invited to view the recording.

The Stein Lecture is one of the many transformational educational opportunities that Minnesota Law offers throughout the year, all of which are made possible by the generosity of donors like you.





Learn about supporting the Law School.

This email was sent to rogersjenniferm@gmail.com by: Law Advancement at the University of Minnesota, 321 Walter Mondale Hall, 229 19th Avenue South, Minneapolis, MN, 55455, USA.

Home

University of Minnesota Law School

Law School Fund

Law School

The Law School fund is comprised of all of the annual unrestricted gifts made to the Law School. Funds will be used at the discretion of the Dean.

MAKE A GIFT

Law School Scholarship Support

SEE FUNDS

Law School Clinic Fund

Law School

This fund supports the University of Minnesota Law School's clinical education program, offering students the chance to hone their legal skills and gain real-world experience in specialized clinics, such as consumer protection, criminal justice, bankruptcy, and immigration.

MAKE A GIFT

Law School Faculty Support

Law School

This fund supports Law School faculty and is administered at the dean's discretion.

MAKE A GIFT

612-624-3333 800-775-2187 (toll-free) 612-625-4305 (fax) Company matching Mail-in gift form Privacy policy Stock or security gifts Wills and trusts

200 Gair Street SE, Suita 500 Minneapolis, MN 55455-2010



"failChimp Template Test - "2018 Stein Lecture - Reserve Your Ticket"

essage

lawevent@umn.edu <lawevent@umn.edu> To: lwalton@umn.edu Thu, Sep 6, 2018 at 11:32 AM



UNIVERSITY OF MINNESOTA LAW SCHOOL

The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States

Tuesday, October 16, 2018 | 4 p.m. | Northrop Reception to follow lecture in the Northrop Atrium

Law School students, faculty, and staff may reserve 1 ticket beginning at 10 a.m. on Monday, September 10 by using the **promo code** 1819Stein for priority registration.

You may reserve 1 guest ticket beginning at 10 a.m. on Wednesday, September 12 by using the promo code 1819SteinGuest. Duplicate orders per promo code will be monitored and will result in a canceled order.

Rules of courtroom decorum will be followed. No purses, backpacks, bags, cell phones, cameras, or recording devices will be allowed in the lecture hall. These items must be checked at Coat Check.

Reserve Your Ticket

Ticket Delivery

At the completion of your ticket order, you will have 3 options for ticket delivery:

- 1. Mail Out Your ticket will be sent by postal mail to the address listed in your registration.
- 2. <u>Will Call</u> Your ticket will be available for pick-up at the Will Call window located on the Ground Level, East Side of Northrop. Please be prepared to show identification. We highly encourage you not to wait until the day of the event to pick-up your tickets. Northrop is open for ticket pick-up Monday-Friday from 10 a.m.-5 p.m.
- 3. <u>Print at Home</u> Your ticket will be emailed to you at the address listed in your registration. You will need to print the PDF attachment on the order confirmation and bring the paper copy with you for admission. Tickets *can not* be scanned from a mobile device.

For registration questions, please contact:

U of M Tickets and Events Ticket Office, Northrop 84 Church Street SE, Ste 13 Minneapolis, MN 55455

Phone, walk-up and internet ticket reservations available:

Phone: 612-624-2345 https://tickets.umn.edu Email: umntix@umn.edu

Hours: Monday-Friday: 10 a.m.-5 p.m.

Event Information



Thank you. Laura Walton, Event Manager University of Minnesota Law School 612-624-1885

lawevent@umn.edu

Distribution Date	Promotion	Audience	Sent by
LECTURE			
8/15/18	Law School Event Calendar	All	Laura Walton
8/15/18	UMN Event Calendar	All	Laura Walton
8/15/18	Postcard	All alumni	Communications
8/15/18	"Save the Date" email	Law School students, faculty, and staff	Laura Walton
8/15/18	"Save the Date" email	All alumni	Advancement
8/15/18	"Save the Date" email	Law Leaders	Advancement
9/4/18	September Alumni Digest	All alumni	Advancement
optional	"At the U" monithy events list	All UMN alumni in TC area	Laura Walton
9/4/18	Ticket page	All	Ticketing & Events
9/4/18	Northrop event page	All	Northrop
9/10/18	Ticket link added to Law School Event Calendar	All	Laura Walton
9/10/18	Reserve Your Ticket email	Law School students, faculty, and staff	Laura Walton
9/11/18	Reserve Your Ticket Tomorow email	Law Leaders	Advancement
9/12/18	Reserve Your Ticket email	Law Leaders	Advancement
9/14/18	Reserve Your Guest Ticket email	Law School students, faculty, and staff	Laura Walton
9/12/18	Event Announcement in Brief (submit by Fri, 9/7)	University community	Laura Walton
9/12/18	Reserve Your Ticket Tomorow email	All alumni	Advancement
9/13/18	Reserve Your Ticket email	All alumni	Advancement
9/13/18	Ticket link and promo code added to UMN Event Calendar	University community	Laura Walton
TBD	Sold out email with return instructions	Law School students, faculty, and staff	Laura Walton
TBD	Reminder email to download/pick-up tickets or return	All ticket buyers	Northrop
9/17/18	e>Perspectives	alumni, faculty, staff and students	Communications
	email invitation to the media		Communications
	press release		Communications
	Law School flatscreens		Communications
	Law School social media		Communications
optional	Northrop's social media	Northrop followers	Northrop
optional	Northrop's digital monitors	Northrop visitors	Northrop
optional	Northrop's email club - Wednesdays	Northrop email subscribers	Northrop
optional	Northrop crossover events	Northrop ticket buyers for similar events	Northrop

optional	Posters at Box Offices = \$50	Northrop visitors	Northrop
10/1/18	October Alumni Digest	All alumni	Advancement
10/12/18	Event reminder	All ticket buyers	Northrop
JUDGES DINNER			
	email invitation	invite only	Chief Judge Tunheim
	RSVP tracking		Kate Fogarty
FACULTY LUNCH			
9/10/18	email invitation	All Law faculty	Bob Stein
	RSVP tracking		Angela Tanner
	email reminder with rules of decorum		Angela Tanner
STUDENT MEETIN	G		
	email invitation	invite only	Laura Walton
	RSVP tracking		Laura Walton
	email reminder with rules of decorum		Laura Walton
DINNER			
	email invitation	invite only	Laura Walton
	hard copy mailing invitation		Laura Walton
	RSVP tracking		Laura Walton
	email reminder with ticket instructions		Laura Walton

- 100 00 Northing

Distribution Date	Promotion	Audience	Sent by
LECTURE			
8/15/18	Law School Event Calendar	All	Laura Walton
8/15/18	UMN Event Calendar	All	Laura Walton
8/15/18	Postcard	All alumni	Communications
8/15/18	"Save the Date" email	Law School students, faculty, and staff	Laura Walton
8/15/18	"Save the Date" email	All alumni	Advancement
9/1/18	September Alumni Digest	All alumni	Advancement
optional	"At the U" monithy events list	All UMN alumni in TC area	Laura Walton
9/4/18	Ticket page	All	Ticketing & Events
9/4/18	Northrop event page	All	Northrop
9/10/18	Ticket link added to Law School Event Calendar	All	Laura Walton
9/10/18	Reserve Your Ticket email	Law School students, faculty, and staff	Laura Walton
9/12/18	Reserve Your Ticket email	Law Leaders	Advancement
9/14/18	Reserve Your Guest Ticket email	Law School students, faculty, and staff	Laura Walton
9/12/18	Event Announcement in Brief (submit by Fri, 9/7)	University community	Laura Walton
9/13/18	Reserve Your Ticket email	All alumni	Advancement
9/13/18	Ticket link and promo code added to UMN Event Calendar	University community	Laura Walton
TBD	Sold out email with return instructions	Law School students, faculty, and staff	Laura Walton
The state of the s	Reminder email to download/pick-up tickets or return	All ticket buyers	Northrop
9/14	e>Perspectives	alumni, faculty, staff and students	Communications
4	email invitation to the media		Communications
	press release		Communications
	Law School flatscreens		Communications
	Law School social media		Communications
optional	Northrop's social media	Northrop followers	Northrop
optional	Northrop's digital monitors	Northrop visitors	Northrop
optional	Northrop's email club - Wednesdays	Northrop email subscribers	Northrop
optional	Northrop crossover events	Northrop ticket buyers for similar events	Northrop
optional	Posters at Box Offices = \$50	Northrop visitors	Northrop
	October Alumni Digest	All alumni	Advancement
10/12/18	Event reminder	All ticket buyers	Northrop

email invitation	Laura Walton
FACULTY LUNCH	Late the state of
9/10/18 email invitation	Bob Stein
RSVP tracking	Angela Tanner
email reminder with rules of decorum	Angela Tanner
STUDENT MEETING	
email invitation	Laura Walton
RSVP tracking	Laura Walton
email reminder with rules of decorum	Laura Walton
DINNER	
email invitation	Laura Walton
hard copy mailing invitation	Laura Walton
RSVP tracking	Laura Walton
email reminder with ticket instructions	Laura Walton



A Conversation Between Chief Justice John G. Roberts, Jr. and Professor Robert A. Stein

Tuesday, October 16, 2018 | 4 p.m. | Northrop Memorial Auditorium

1.5 CLE credits have been requested; see reverse side for registration information



Collection of the Supreme Court of the United States John G. Roberts, Jr., Chief Justice of the United States, was born in Buffalo, New York, January 27, 1955. He married Jane Marie Sullivan in 1996 and they have two children—Josephine and Jack. He received an A.B. from Harvard College in 1976 and a J.D. from Harvard Law School in 1979. He served as a law clerk for Judge Henry J. Friendly of the United States Court of Appeals for the Second Circuit from 1979-1980 and as a law clerk for then-Associate Justice William H. Rehnquist of the Supreme Court of the United States during the 1980 Term. He was Special Assistant to the Attorney General, U.S. Department of Justice from 1981-1982, Associate Counsel to President Ronald Reagan, White House Counsel's Office from 1982-1986, and Principal Deputy Solicitor General, U.S. Department of Justice from 1989-1993. From 1986-1989 and 1993-2003, he practiced law in Washington, D.C. He was appointed to the United States Court of Appeals for the District of Columbia Circuit in 2003. President George W. Bush nominated him as Chief Justice of the United States, and he took his seat September 29, 2005.

Professor Robert A. Stein, class of 1961, dean of the Law School for 15 years, and former chief operating officer of the American Bar Association, generously endowed this lecture series to enrich the program of the Law School by inviting leaders of the bench and bar and of the governments of the United States and other nations to deliver an annual lecture on a topic of national or international interest.

The Stein Lecture



University of Minnesota Law School 229 19th Avenue South Minneapolis, MN 55455-0444

law.umn.edu

Nonprofit Org.

U.S. Postage

PAID

Twin Cities, MN Permit No. 90155

The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States

Tuesday, October 16, 2018; 4 p.m. Northrop Memorial Auditorium 1.5 CLE Credits have been requested Registration required

Priority registration will be given to University of Minnesota Law School students beginning September 10 at 10 a.m. On September 13 at 10 a.m. registration opens to all alumni and the University of Minnesota community by using the code [INSERT TIX CODE] at [INSERT STEIN BRANDED Z-LINK]. The legal community and general public will be able to reserve tickets beginning September 17 at 10 a.m.

Rules of courtroom decorum will be followed. No purses, backpacks, bags, cell phones, cameras, or recording devices will be allowed in the lecture hall. These items must be checked at coat check.

For registration questions, please contact:

U of M Tickets and Events Ticket Office, Northrop 84 Church Street SE, Ste 13 Minneapolis, MN 55455 Phone, walk-up and internet ticket reservations available:

Phone: 612-624-2345 https://tickets.umn.edu Email: umntix@umn.edu

Hours: Monday-Friday: 10 a.m.-5 p.m.



The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

© 2018 University of Minnesota Board of Regents. All rights reserved.

Stein Lecture communications meeting

Monday, July 23, 2018; 10:30 AM

Attendees: Elissa Chaffee, Mark Cohen, David Jensen, Luke Johnson, Terese Lynch, Ryan Sendelbach,

Laura Walton and Monica Wittstock

AGENDA

1. Ticket release dates

Audience	Ticket Limit	Promo Code
Law School students, faculty and staff	1	1819Stein
Law Leaders	2	1819LawLeaders
Student guests	1	1819SteinGuest
Law School alumni and University community	2	1819LawComm
Public - Social media	2	none required
	Law School students, faculty and staff Law Leaders Student guests Law School alumni and University community	Audience Limit Law School students, faculty and staff 1 Law Leaders 2 Student guests 1 Law School alumni and University community 2

2. Postcard to all alumni - in mailboxes on August 15

a. September digest

b. Follow-up email — My 15

i. Audience

ii. Review process

Sept 11+12 Lockhart Hobels

3. Communications to Law Leaders - Hys 15

a. How many?

b. How should they register?

c. Reserve Your Ticket email on September 12

4. Reserve Your Ticket email to all alumni on September 13 + Parking

a. October alumni digest

a. October alumni digest

5. Dinner guest list

a. 4 people/2-3 couples

- Agenda items + for mys - / Stein - review emails before sent - who gets it? + Overall 8/15 Posteard to all alumni pueline 8/15 Save The Date emin ? tickets - to all alimni? - veriew prior to sail - what would be different than - Veriew PiO guidelines 10/1-ov-Sept digest 9/12 Ticket email p. Lack hart 9/13 Ticht email & all almore 10/1 Oct Almindixest 10/12 Northwap in 1 send an emil & all nitet Wildes for + if they dilln't danded hickets



FW: Chief Justice - University of Minnesota Robert Stein lecture - Oct 2018

Patricia McCabe Estrada <pmccabe.estrada@supremecourt.gov>

Mon, Jul 16, 2018 at 2:49 PM

To: "mcohen@umn.edu" <mcohen@umn.edu>

Cc: Laura Walton walton@umn.edu, Kathy Arberg karberg@supremecourt.gov, Angela Frank asaunders@supremecourt.gov, Tyler Lopez

<TLopez@supremecourt.gov>

Dear Mark,

Thank you for your email regarding Chief Justice Roberts' upcoming visit at the University of Minnesota in October. We understand the University proposes to have the conversation event open to press coverage including print, still photographers, and broadcast per your usual practice. This is approved with the following guidelines: Still photographers should be limited to the first and last 1-2 minutes of the program and any broadcast cameras should work from a fixed position. Reporters should be seated in a separate section and should not participate in any Q&A with the audience. We would appreciate receiving a list of any press who plan to attend. The Chief Justice will not be available for any interviews during his visit.

Per the school's past practice, we understand the University plans to videotape the conversation event to post, following the event, on the school's website and YouTube channel. There are no objections to a simulcast of the event to a nearby overflow room to accommodate additional attendees, per your usual practice.

Photos taken at the public conversation event by the University, during the approved timeframe, may be used on the school's website and social media accounts in conjunction with news coverage of the event. Photographs taken by the University at the public event may also be used in the school's internal publications in conjunction with news coverage, but the photos may not be used for any promotional purpose (which includes materials aimed at prospective students, donors, or annual reports). Any other use of the photos from the public event requires the Court's review and approval. Please note that the Chief Justice's name and image may not be used for any promotional or fundraising purpose or in any way that might suggest endorsement.

Photos taken by the University at any other locations during the Chief Justice's visit (student leaders meeting, luncheon, reception, dinner, etc.) may be used as personal mementos only (not posted, published, or released). We ask that there be no photography at any of the unannounced classroom visits due to the educational nature of those visits.

Regarding the draft save the date, please remove "U.S. Supreme Court" in the title and include the Chief Justice's bio as it was provided (copied below). On page 2, please remove "U.S. Supreme Court" in the title and add "Chief Justice of the United States" after the Chief Justice's name. Please remove the line on page 2 about previous lecturers. We would appreciate the opportunity to look over the revised save the date prior to distribution on August 15.

Please continue to provide us with all draft written materials mentioning the Chief Justice for our review and approval prior to release (print postcard, invitations, email notices, website postings, releases, etc.) Please let us know if you have any questions.

Thank you,

Patricia

Patricia McCabe Estrada

Deputy Public Information Officer

U.S. Supreme Court

202-479-3050

John G. Roberts, Jr., Chief Justice of the United States, was born in Buffalo, New York, January 27, 1955. He married Jane Marie Sullivan in 1996 and they have two children - Josephine and Jack. He received an A.B. from Harvard College in 1976 and a J.D. from Harvard Law School in 1979. He served as a law clerk for Judge Henry J. Friendly of the United States Court of Appeals for the Second Circuit from 1979–1980 and as a law clerk for then-Associate Justice William H. Rehnquist of the Supreme Court of the United States during the 1980 Term. He was Special Assistant to the Attorney General, U.S. Department of Justice from 1981–1982, Associate Counsel to President Ronald Reagan, White House Counsel's Office from 1982–1986, and Principal Deputy Solicitor General, U.S. Department of Justice from 1989–1993. From 1986–1989 and 1993–2003, he practiced law in Washington, D.C. He was appointed to the United States Court of Appeals for the District of Columbia Circuit in 2003. President George W. Bush nominated him as Chief Justice of the United States, and he took his seat September 29, 2005.

From: Mark Cohen [mailto:mcohen@umn.edu]

Sent: Friday, June 22, 2018 12:31 PM

To: Patricia McCabe Estrada

Cc: Kathy Arberg; Angela Frank; Ashley Saunders; Tyler Lopez

Subject: Re: Planning for Fall Event with Chief Justice

Hi Patricia --

We would like to send a postcard out to our students and alumni (in the mail and electronically) on Aug. 15 in order to notify them to "save the date" for the October 2018 Stein Lecture featuring Chief Justice Roberts. (As I mentioned before, tickets are free.)

I have attached a PDF of the postcard that we plan to send for your review. The announcement is modeled on the postcard that we sent out with the Court's approval when Justice Sotomayor was the guest for the lecture series.

Please let me know if you would like any changes or if we have your approval to distribute this on Aug. 15.

Many thanks and have a great weekend,



MailChimp Template Test - "2018 Stein Lecture - Save the Date"

nessage

rawevent@umn.edu <lawevent@umn.edu> To: [walton@umn.edu Wed, Jul 18, 2018 at 3:43 PM



UNIVERSITY OF MINNESOTA LAW SCHOOL

A Conversation Between Chief Justice John G. Roberts, Jr., and Professor Robert A. Stein

Tuesday, October 16, 2018 | 4 p.m. | Northrop Memorial Auditorium



John G. Roberts, Jr., Chief Justice of the United States, was born in Buffalo, New York, January 27, 1955. He married Jane Marie Sullivan in 1996 and they have two children - Josephine and Jack. He received an A.B. from Harvard College in 1976 and a J.D. from Harvard Law School in 1979. He served as a law clerk for Judge Henry J. Friendly of the United States Court of Appeals for the Second Circuit from 1979–1980 and as a law clerk for then-Associate Justice William H. Rehnquist of the Supreme Court of the United States during the 1980 Term.

He was Special Assistant to the Attorney General, U.S. Department of Justice from 1981–1982, Associate Counsel to President Ronald Reagan, White House Counsel's Office from 1982–1986, and Principal Deputy Solicitor General, U.S. Department of Justice from 1989–1993. From 1986–1989 and 1993–2003, he practiced law in Washington, D.C. He was appointed to the United States Court of Appeals for the District of Columbia Circuit in 2003. President George W. Bush nominated him as Chief Justice of the United States, and he took his seat September 29, 2005.

Image: Collection of the Supreme Court of the United States

About the Stein Lecture

Professor Robert A. Stein, class of 1961, dean of the Law School for 15 years, and former chief operating officer of the American Bar Association, generously endowed this lecture series to enrich the program of the Law School by inviting leaders of the bench and bar and of the governments of the United States and other nations to deliver an annual lecture on a topic of national or international interest.

Registration Information

Priority registration will be given to University of Minnesota Law School students, faculty, and staff beginning Monday, September 10 at 10 a.m. On Thursday, September 13 at 10 a.m. registration opens to all alumni and the University of Minnesota community. The legal community and general public will be able to reserve tickets beginning Monday, September 17 at 10 a.m.

Event Information



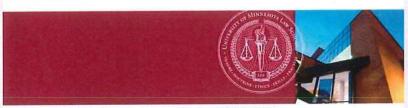
Thank you.
University of Minnesota Law School
Events Department
(612) 624-1885
lawevent@umn.edu



MailChimp Template Test - "2018 Stein Lecture - Reserve Your Ticket"

nessage

lawevent@umn.edu <lawevent@umn.edu> To: lwalton@umn.edu Wed, Jul 18, 2018 at 3:48 PM



UNIVERSITY OF MINNESOTA LAW SCHOOL

The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States

Tuesday, October 16, 2018 | 4 p.m. | Northrop Memorial Auditorium

Doors open at 3:00 p.m. Please plan to arrive early and be seated by 3:45 p.m. for the event to start on time at 4 p.m.

All unscanned tickets and open seats will be released to those in the ticket waiting line at 3:45 p.m.

Rules of courtroom decorum will be followed. No purses, backpacks, bags, cell phones, cameras, or recording devices will be allowed in the lecture hall. These items must be checked at coat check.

Reserve Your Ticket

Resistation of

Ticket Limits

Law School students, faculty, and staff may reserve 1 ticket. An additional promo code will be shared on Wednesday, September 12 to reserve 1 guest ticket. Duplicate orders per promo code will be monitored and will result in a canceled order.

Ticket Delivery

At the completion of your ticket order, you will have 3 options for ticket delivery:

- 1. <u>Will Call</u> The Will Call window is located on the East side of Northrop. Please be prepared to show your ID. We highly encourage you not to wait until the day of the event to pick-up your tickets. Northrop is open for ticket pick-up Monday-Friday, 10:00 am-5:00 pm, and Saturday 10 am-2pm.
- Print at Home Your tickets will be emailed to you with the confirmation of your order.
 You will need to print the PDF attachment and bring the paper copy with you for admission. Tickets can not be scanned from a mobile device
- 3. Print at Home Download Your tickets will be available to download online at the completion of your order on the confirmation screen. You will need to print the download and bring the paper copy with you for admission. Tickets can not be scanned from a mobile device.

For registration questions, please contact: U of M Tickets and Events Ticket Office, Northrop 84 Church Street SE, Ste 13 Minneapolis, MN 55455 Phone, walk-up and internet ticket reservations available:

Phone: 612-624-2345 https://tickets.umn.edu Email: umntix@umn.edu

Hours: Monday-Friday: 10 a.m.-5 p.m.

Event Information



Thank you. University of Minnesota Law School Events Department (612) 624-1885

lawevent@umn.edu

purses, backpacks, bags, cell phones, cameras or recording devices will be allowed in the lecture hall. We encourage you not to bring them. A coat check will be available if needed.

Getting to Northrop

Click here for parking and directions to Northrop. Please keep in mind that campus parking garages and ramps fill up quickly. For those on the University campus, consider using the Campus Connector for easy and close access to Northrop. For those taking the light rail or bus, visit the Metro Transit website. If you are being dropped off in front of Northrop for accessibility, inform a police officer on duty on Church Street and follow the "Accessibility Drop-off" signs.

TICKETS & EVENTS // VISIT // ABOUT // LEARN & ENGAGE // SUPPORT

This email was sent by: %%Member_Busname%% %%Member_Addr%% %%Member_City%%, %%Member_State%%, %%Member_PostalCode%%, %%Member_Country%%

612-625-6600 | northrop.umn.edu You are receiving this as a ticket buyer to The 2015 Stein Lecture: U.S. Supreme Court Justice Antonin Scalia. To stop receiving this e-mail communication, <u>click here</u>.

Update Profile



Planning for Fall Event with Chief Justice

Mark Cohen <mcohen@umn.edu>
To: karberg@supremecourt.gov

Cc: Laura Walton cc: Laura Walton cc: Laura Walton@umn.edu

Wed, May 30, 2018 at 2:47 PM

Hello Ms. Arberg --

We are excited to be having Chief Justice Roberts joining us at the University of Minnesota Law School this fall for our Stein lecture series with Prof. and former Dean Bob Stein. We would like to make the announcement that the Chief Justice is coming to students and alumni **on Aug. 1**5 (posted on the Law School website).

Below is a detailed schedule of the Law School's plan for ticket sales and marketing the event, which is based upon our experiences with other justices. We welcome any feedback or input.

We would also like from you a photo of Chief Justice Roberts and the bio that you would prefer we use for eventmarketing purposes. Please also take a look at the listed restrictions below to make sure they are all still applicable (or if there is anything missing).

Do not hesitate to let me know if you have any questions or need anything else!

Many thanks, -Mark

Mark A. Cohen | Director of Communications
University of Minnesota Law School
421 Walter F. Mondale Hall | 229 19th Avenue South | Minneapolis, MN 55455
612-625-6691
www.law.umn.edu



Expected coverage from the Law School:

- · Save-the-date announcement posted to the Law School's website on August 15
- Print postcard announcing the conversation mailed to Law School alumni, students, staff and faculty and all U.S. law school deans
 - · Ticket release schedule:
 - Monday, Sept 10 Law School students, faculty, and staff
 - Wednesday, Sept 12 Alumni Leaders
 - Friday, September 14 All alumni and University community
 - Monday, September 17 Public
- · Email follow up of print postcard announcement to alumni and Law School community
- · Submission to the University of Minnesota community in Brief email newsletter
- e>Perspectives newsletter to alumni, faculty, staff and students will include headline and link to our events calendar
- Video of the conversation posted on the Law School's website and/or YouTube Channel. Three cameras will be taping the event so that the Justice will be seen at all times during the event on a large screen on the stage.
- Post-event article and photographs on the website and in the alumni magazine, Perspectives and e>Perspectives

The Law School will provide drafts of the following invitations:

- email invitation to the media Law School will send a list of media rsvps to the Public Information Office
- · email invitation to Law alumni leaders

The Stein Lecture

University of Minnesota Law School 229 19th Avenue South Minneapolis, MN 55455-0444

law.umn.edu

Nonprofit Org. U.S. Postage PAID Twin Cities, MN Permit No. 90155

The 2018 Stein Lecture: U.S. Supreme Court Chief Justice John G. Roberts, Jr.

Tuesday, October 16, 2018; 4 p.m. Northrop Memorial Auditorium 1.5 CLE Credits have been requested Registration required

Priority registration will be given to University of Minnesota Law School students beginning September 10 at 10 a.m. On September 12 at 10 a.m. registration opens to alumni leaders. On September 14 at 10 a.m. registration opens to all alumni and the University of Minnesota community by using the code [INSERT TIX CODE] at [INSERT STEIN BRANDED Z-LINK]. The legal community and general public will be able to reserve tickets beginning September 17 at 10 a.m.

Rules of courtroom decorum will be followed. No purses, backpacks, bags, cell phones, cameras or recording devices will be allowed in the lecture hall. These items must be checked at coat check.

For registration questions, please contact:

U of M Tickets and Events Ticket Office, Northrop 84 Church Street SE, Ste 13 Minneapolis, MN 55455

Phone, walk-up and internet ticket reservations available:

Phone: 612-624-2345 https://tickets.umn.edu Email: umntix@umn.edu

Hours: Monday-Friday: 10 a.m.-5 p.m.

Previous Stein Lectures have included; Vice President Walter F. Mondale '56, Justice Clarence Thomas, Justice Ruth Bader Ginsburg, the late Justice Antonin Scalia, and Justice Sonia Sotomayor.



The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

© 2018 University of Minnesota Board of Regents. All rights reserved.

1819 Law Comm lived to ticket page?

my number ?

The Stein Lecture

A Conversation Between U.S. Supreme Court Chief Justice John G. Roberts, Jr. and Professor Robert A. Stein

Tuesday, October 16, 2018 | 4 p.m. | Northrop Memorial Auditorium

1.5 CLE credits have been requested; see reverse side for registration information



Collection of the Supreme Court of the United States John G. Roberts, Jr., Chief Justice of the United States, was born in Buffalo, New York, January 27, 1955. He received an A.B. from Harvard College in 1976 and a J.D. from Harvard Law School in 1979. He served as a law clerk for Judge Henry J. Friendly of the United States Court of Appeals for the Second Circuit from 1979-1980 and as a law clerk for then-Associate Justice William H. Rehnquist of the Supreme Court of the United States during the 1980 Term. He was Special Assistant to the Attorney General, U.S. Department of Justice from 1981-1982, Associate Counsel to President Ronald Reagan, White House Counsel's Office from 1982-1986, and Principal Deputy Solicitor General, U.S. Department of Justice from 1989-1993. From 1986-1989 and 1993-2003, he practiced law in Washington, D.C. He was appointed to the United States Court of Appeals for the District of Columbia Circuit in 2003. President George W. Bush nominated him as Chief Justice of the United States, and he took his seat September 29, 2005. He married Jane Marie Sullivan in 1996 and they have two children—Josephine and Jack.

Professor Robert A. Stein, class of 1961, dean of the Law School for 15 years, and former chief operating officer of the

American Bar Association.

generously endowed this lecture

series to enrich the program of the

Law School by inviting leaders of

governments of the United States

and other nations to deliver an

annual lecture on a topic of national or international interest.

the bench and bar and of the

TAB Q

Stage Box

- Headsets
- o Podium sign
- event badges
- o CLE sign-in sheets and pens
- Water glasses
- water pitcher
- Clock Stein
- acrylic holders
- Flash drive for audio
- Water bottles backstage
- Dinner name tags
- Dinner place cards
- o Dinner phone sign.
- Dinner seating chart
- o Reserved seating signs

- toblecloth?

Sales in

BEARC IM RENTAL AGREEMENT



Page 1

	ST PAUL		20204	Contract:	3196762	25		
	2200 UNIVERSITY AVE W STE 180					Sales Order:	5506111	
	SAINT PAUL N	/N 55114-1886		Print Date	October 1	6, 2018		
BILL TO # 1046112		SHIP TO # 1046112		ORDER DAT	E	10/13/2018		
UNIVERSITY OF MINNES	OTA	JNIVERSITY OF MINNES	OTA	EQUIP ARRI	VAL DATE	10/16/2018		
LAW SCHOOL		AW SCHOOL		RENTAL STA	ART DATE	10/16/2018		
229 19TH AVENUE S	5	229 19TH AVENUE S		RENTAL EN	DATE	10/16/2018		
474 MONDALE HALL	4.5	174 MONDALE HALL		RENTAL RE	TURN DATE	10/17/2018		
	1	MINNEAPOLIS MN 55455	-0415	DAYS EQUIF	IS OUT	2		
	1.			DAYS TO RE	NT	1		

BEARCOM CONTACT	SALESPERSON	PAYMENT TERMS	PO/REFERENCE #	DEPOSIT METHOD / AMOUNT
HEATHER NELSON	HEATHER NELSON	NET 30	LAURA WALTON	NET 30
Freight Method	Delivery Instructions	Customer Contact:	LAURA WALTON	(612) 624-1885
DELIVERY			LWALTON@UMN.EDU	

QUANTITY		QUANTITY RENTAL PART NAME		RE	NTAL RAT	E	
Ordered	Shipped	/DESCRIPTION	COST	DAY	WK	MO	EXTENSION
35	35	BC130-U16 MOTOROLA BC130 UHF 16CH	325.00	12.00	40.00	75.00	420.00
35	35	SB-BC130 BATTERY FOR BC130 RADIO	45.00	0.00	0.00	0.00	
35	37 285	HSL-GP300 GP300 LIGHT HEADSET-MOTOROLA	129.00	3.00	15.00	40.00	105.00
6	6	SB-BC130 BATTERY FOR BC130 RADIO	45.00	0.00	0.00	0.00	
2	2	MC-BC130 MULTI CHARGER-BC130	399.00	0.00	0.00	0.00	

SERIAL/ETCH NUMBER LIST		BC	130-U16
UBC-065	UBC-084	UBC-089	UBC-1042
UBC-1110	UBC-1118	UBC-117	UBC-120
UBC-157	UBC-158	UBC-191	UBC-218
UBC-298	UBC-299	UBC-323	UBC-346
UBC-348	UBC-353	UBC-388	UBC-403
UBC-407	UBC-430	UBC-535	UBC-549
UBC-582	UBC-598	UBC-608	UBC-643
UBC-651	UBC-707	UBC-713	UBC-729
UBC-819	UBC-991	UBC-993	

EVENT NAME:	7	SUBTOTAL	525.00
	bject to the terms and conditions set forth on the reverse side of this sheet	Freight/ Delivery	30.00
	this agreement. Any loss or damage to equipment not covered by insurance luding rental fees. Note that rental equipment and replacement costs may	TAX *	
BearCom. * Customer is responsible for all applica-			
CUSTOMER SIGNATURE:	DATE:		
Customer accepts Loss Protection Yes/No:			
on the replacement cost for serialized items on the	ed on this rental agreement. *Accepting Loss Protection provides a discount e rental agreement that are not returned to BearCom. *Repeaters, repeater ries and APX radios are not covered under Loss Protection Program.	TOTAL	555.00

2 PM - Arrive at Northrop (enter at East side, Ground floor)

- Go to the Green Room for check-in with Laura and pick-up your headset
- For those wearing headsets, wear clothing that you can attach or carry the base unit
- Note that everything will ebb and flow. You may need to go to another area depending on need; use
 your headsets to communicate if you need help in your area.
- If you're staying for the lecture, grab a Reserved sign and tape it to your chair in the auditorium.

Main Contact 1. Laura Walton	- Office: 612-624-1885; - Emergency: Call 9-1-1; EMS is in the building on the East side, Ground floor
Assist Dean Jenkins, President Kaler & Professor Stein 1. Angela Tanner	 Professor Stein will be onsite at 2:45pm to do his sound check Dean Jenkins will arrive by 3:30pm Dean Jenkins to meet President Kaler at backstage door at 3:30pm President Kaler will be accompanied by Karen Kaler and his Deputy Chief of Staff, Julie Reuvers; show his guests to their reserved seats in the auditorium Dean Jenkins and President Kaler will go to the Star dressing room on the West side, Ground level to meet Chief Justice Roberts when he arrives at 3:45pm
Stage Setup/Floaters 1. Garrett Howe 2.	- See setup diagram - Check signage - Stage security – monitor stage after the security sweep at 2pm to ensure general public does not have access
Reserved Seating 1. Terese Lynch 2. Abigail Loyd 3. Elissa Chaffee	Assist guests with reserved seating on the Ground floor Laura will provide a list of names and their designated area Help ensure other guests don't remove the signs or sit in reserved spaces
Backstage Monitor 1. Heather Hixson	Monitor that only staff and speakers gain access to backstage Laura will provide a list of names
Guest Services 1. Lizzy Beghelli 2. Jacquelyn Burt 3. Joel Eaton 4. Patrick Graybill 5. Kjerstin Yager	- first, familiarize yourself with Northrop (the bulk of guest questions will be about directions): elevators, restrooms (male, female, family), coat check, water fountains, Surdyk's Cafe (only bottled water is allowed in the auditorium), ATM, orient yourself with East Side vs West Side/Ground Floor vs First Floor and the 3 balconies - enter the auditorium at the East side, Ground floor doors to review the inside of the auditorium: reserved sections, handicapped and wheelchair seating - wheelchair locations are limited to Row F and the back of the auditorium - Northrop has listening assistance devices at Coat Check - Doors open at 3pm; all seating is General Admission - Ushers will also be at each auditorium door to scan tickets - Will Call will be open on both the East and West side, Ground Level; any ticket issues should be directed to Will Call windows - We are recording the lecture; any media questions should be directed to Mark Cohen - Alert others on headsets when levels fill so they can direct people upstairs or by elevator; also notify everyone if we need to have overflow seating in the Best Buy Theater - Rules of Decorum: no purses, backpacks, bags, umbrellas, banners, signs, or recording devices are allowed in the lecture hall. Guests should check these items at Coat Check on either the East or West side, Ground floor. Cell phones should be off and in their pocket If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions - Announcement will be made at 3:45pm: please take your seats - @ 3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium doors will close at 4pm.

O t Ob Is I be	On an at Jama
Coat Check Lines 1. Hallie Prest 2. Sue Bartolutti	 Open at 2pm Coat Check will be open on both the East side, Ground floor and West side, Ground floor Assist in communicating rules of courtroom decorum: no purses, backpacks, bags, umbrellas, banners, signs, or recording devices are allowed in the lecture hall. If someone is checking a cell phone only, tell them to turn it off and put it in their pocket. Cell phone use is prohibited inside the auditorium.
Will Call Line 1. Ryan Sendelbach 2. David Jensen	 Monitor for any issues; Laura will provide a handful of tickets as backup Will Call will be open on both the East side, Ground floor and West side, Ground floor
 CLE Sign-In Renee Anderson Renee Pickerign 	 There is a CLE table on both the East and West sides in the Atrium Event code is #263085 Lecture was approved for 1.25 Standard CLE credits
Press Check-In 1. Communications	- Table is on the West side of the Atrium
Press Seating 1. Communications	- Monitor reserved section and assist with press/media questions
Best Buy Theater 1. Floater	 Greet guests to the overflow room and help field any questions or issues This space is on the 4th floor and will only be used if we reach capacity in the auditorium
	Statements regarding the overflow room: - I'm sorry you're unable to find a seat in the lecture hall. We have a live video feed of the lecture in the Best Buy Theater. Can I help direct you to the Theater?
	- Based on our experience with past Stein lectures and given this is a free event, there has typically been a high no-show rate. To ensure that as many people have the opportunity to attend as possible, we issued additional tickets. I can direct you to the Best Buy Theater where we have a live video feed.
 Microphone Monitors Communications Communications 	- There will be two standing microphones on the Ground floor on both the East and West sides - Assist with lining up guests during the audience Q&A from 5-5:15pm - Professor Stein will moderate the questions from stage
Private Reception for MN Judges 1. Emily Jura-Baum	 - At 4:45pm - Review room setup is correct; Laura will provide a diagram - Meet Chief Judge Tunheim's Clerk, Kate Fogerty, at 5pm - Kate will provide name tags and meet invited judges at the backstage door after the lecture
Reception 1. Beth Soberg	 - At 4:45pm - Review reception setup is correct; Laura will provide a diagram - Assist with general guest services during the reception (ie. Coat Check locations)
CLE Table 1. Paula Swanson	- At 5pm - There will only be one table for CLE sign-in on the East side during the reception - Event code is #263085 - Lecture was approved for 1.25 Standard CLE credits
Dinner 1. Delanie Skahen	- At 5pm - Review room setup is correct; Laura will provide a diagram - Set out name tags and place cards according to the seating chart

Thank you!

I passed out the sheet of assignments, if you want to change or don't feel comfortable with your assignment, let's chat in the group. Some of these I just had to go down the list. It was really nice of some of you to sign up for both time slots. I tried not to do that to any of you.

Does anyone not have a ticket for the lecture that would like to attend?

First thing, review of Northrop

Now before going through assignments, UMPD did notify us of a possible protest

It's really just our role to be greeters, help reiterate the decorum rules, and staff our tables like CLE and press check-in. It's not our role to intervene or issue warnings. If you need assistance, try to start with Northrop or ASIA so they can issue a warning before escalating to the police

We won't be the only staff at Northrop, there's a whole team of people producing this event Northrop staff - Ushers

Ticketing & Events

EMS

ASIA security - 8, 2 on each floor

UMPD - 4 officers, 3 will be outside directing traffic and then they'll all move inside + 8 more Supreme Court PD - 3 officers (remain with the Justice)

US Marshals - 3 officers (here because we have so many judges attending)

Another fyi is that we did oversell the lecture. Standard no-show for a free event is 30%. We oversold by about 18%. Based on 2016, I think everyone should get into the auditorium. If not, they go to Best Buy Theater or watch on the hallway monitors.

We will not have tickets available same day; in fact, we had to stop reissuing turn-back tickets on Wednesday due to the protest notice

If people are angry about not getting in, it's the Law School's responsibility to speak with them. If you're talking with someone and an apology that they can't get in and a redirect to the Best Buy Theater isn't working, you can explain given our past experience with this event and the fact that it's free, we've had a high no-show rate in the past and to ensure that as many people have the opportunity to attend as possible, we issued additional tickets. If that doesn't work, call me on the headsets. If it's really bad, utilize all the security there.

In general, utilize the headsets to ask any questions. I'll do my best to respond but sometimes it's difficult for me to step away from a task I need to take care of. If others know the answer, please respond.

Staff in Photo 1 Monica Delanie

University of Minnesota

Twin Cities Campus

Office of the Dean

The Law School

Walter F. Mondale Hall 229 - 19th Avenue South Minneapolis, MN 55455

Office: 612-625-4841 Fax: 612-625-2019

Dear Ryan,

Thank you for all of your work making The 2018 Stein Lecture such a successful event for our Law School community.

Enclosed is a copy of our staff photo with Chief Justice Roberts to commemorate this special event.

Thank you, again,

Laura Walton, Event Manager

P.S. Please remember that this photo is for personal memento only. Per the Supreme Court, personal photos with the Chief Justice are not to be publicly posted or published.

test

2 PM - Arrive at Northrop (enter at East side, Ground floor)

- · Go to the Green Room for check-in with Laura and pick-up your headset
- · For those wearing headsets, wear clothing that you can attach or carry the base unit
- Note that everything will ebb and flow. You may need to go to another area depending on need; use
 your headsets to communicate if you need help in your area.
- If you're staying for the lecture, grab a Reserved sign and tape it to your chair in the auditorium.

Main Contact 1. Laura Walton	- Office: 612-624-1885; Emergency: Call 9-1-1; EMS is in the building on the East side, Ground floor
Assist Dean Jenkins, President Kaler & Professor Stein 1. Angela Tanner	 Professor Stein will be onsite at 2:45pm to do his sound check Dean Jenkins will arrive by 3:30pm Dean Jenkins to meet President Kaler at backstage door at 3:30pm President Kaler will be accompanied by Karen Kaler and his Deputy Chief of Staff, Julie Reuvers; show his guests to their reserved seats in the auditorium Dean Jenkins and President Kaler will go to the Star dressing room on the West side, Ground level to meet Chief Justice Roberts when he arrives at 3:45pm
Stage Setup/Floaters	- See setup diagram
1. Garrett Howe 2	- Check signage - Check signage - Stage security – monitor stage after the security sweep at 2pm to ensure general public does not have access
Reserved Seating 1. Terese Lynch 2. Abigail Loyd 3. Elissa Chaffee Backstage Monitor	- Assist guests with reserved seating on the Ground floor - Laura will provide a list of names and their designated area - Help ensure other guests don't remove the signs or sit in reserved spaces - Monitor that only staff and speakers gain access to backstage
Heather Hixson	- Laura will provide a list of names
Guest Services 1. Lizzy Beghelli 2. Jacquelyn Burt 3. Joel Eaton 4. Patrick Graybill 5. Kjerstin Yager	first, familiarize yourself with Northrop (the bulk of guest questions will be about directions): elevators, restrooms (male, female, family), coat check, water fountains, Surdyk's Cafe (only bottled water is allowed in the auditorium), ATM, orient yourself with East Side vs West Side/Ground Floor vs First Floor and the 3 balconies - enter the auditorium at the East side, Ground floor doors to review the inside of the auditorium: reserved sections, handicapped and wheelchair seating - wheelchair locations are limited to Row F and the back of the auditorium on the Ground floor - Northrop has listening assistance devices at Coat Check - Doors open at 3pm; all seating is General Admission - Ushers will also be at each auditorium door to scan tickets - Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows - We are recording the lecture; any media questions should be directed to Mark Cohen - Alert others on headsets when levels fill so they can direct people upstairs or by elevator; also notify everyone if we need to have overflow seating in the Best Buy Theater - Rules of Decorum: no purses, backpacks, bags, umbrellas, cell phones, cameras or recording devices are allowed in the lecture hall. Guests should check these items at Coat Check on either the East or West side, Ground floor - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions - Announcement will be made at 3:45pm: please take your seats - @ 3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium

Coat Check Lines	- Open at 2pm
Hallie Prest See Best-letti	- Coat Check will be open on both the East side, Ground floor and West side, Ground floor
Sue Bartolutti	- Assist in communicating rules of courtroom decorum: no purses, backpacks, bags,
	umbrellas or recording devices are allowed in the auditorium.
	- If someone is checking a cell phone only, tell them to turn it off and put it in their pocket. Cell phone use is prohibited inside the auditorium.
Will Call Line	- Monitor for any issues; Laura will provide a handful of tickets as backup
1. Ryan Sendelbach	Tiendal and
David Jensen	East West
CLE Sign-In	- There is a CLE table on both the East and West sides in the Atrium
Renee Anderson	- Event code is #263085
2. Renee Pickerign	- Lecture was approved for 1.25 Standard CLE credits
Press Check-In	- Table is on the West side of the Atrium
1. Communications	
Press Seating	- Monitor reserved section and assist with press/media questions
1. Communications	
Best Buy Theater	- Greet guests to the overflow room and help field any questions or issues
1. Floater	- This space is on the 4 th floor and will only be used if we reach capacity in the auditorium
	Statements regarding the overflow room:
	- I'm sorry you're unable to find a seat in the lecture hall. We have a live video feed of the lecture in the Best Buy Theater. Can I help direct you to the Theater?
	lecture in the best buy Theater. Can Theip direct you to the Theater?
	- Based on our experience with past Stein lectures and given this is a free event, there has
	typically been a high no-show rate. To ensure that as many people have the opportunity to
	attend as possible, we issued additional tickets. I can direct you to the Best Buy Theater
	where we have a live video feed.
Microphone Monitors	- There will be two standing microphones on the Ground floor on both the East and West
 Communications 	sides
Communications	- Assist with lining up guests during the audience Q&A from 5-5:15pm
	- Professor Stein will moderate the questions from stage
Private Reception for	- At 4:45pm
MN Judges	- Review room setup is correct; Laura will provide a diagram
 Emily Jura-Baum 	- Meet Chief Judge Tunheim's Clerk, Kate Fogerty, at 5pm
	- Kate will provide name tags and meet invited judges at the backstage door after the lecture
Reception	- At 4:45pm
Beth Soberg	- Review reception setup is correct; Laura will provide a diagram
	- Assist with general guest services during the reception (ie. Coat Check locations)
CLE Table	- At 5pm
1. Paula Swanson	- There will only be one table for CLE sign-in on the East side during the reception
	- Event code is #263085
	- Lecture was approved for 1.25 Standard CLE credits
Dinner	- At 5pm
 Delanie Skahen 	- Review room setup is correct; Laura will provide a diagram week weeks
	- Set out name tags and place cards according to the seating chart
	do home all
	- Valle of
	1252
	VF .

2 PM - Arrive at Northrop (enter at East side, Ground floor)

Go to the Green Room for check-in with Laura and pick-up your headset

- For those wearing headsets, wear clothing that you can attach or carry the base unit
- Note that everything will ebb and flow. You may need to go to another area depending on need; use your headsets to communicate if you need help in your area.
- If you're staying for the lecture, grab a Reserved sign and tape it to your chair in the auditorium.

- Emergency: Call 9-1-1; EMS is in the building on the East side, Ground floor - Professor Stein will be onsite at 2:45pm to do his sound check - Dean Jenkins will arrive by 3:30pm - Dean Jenkins to meet President Kaler at backstage door at 3:30pm - President Kaler will be accompanied by Karen Kaler and his Deputy Chief of Staff, Julie Reuvers; show his guests to their reserved seats in the auditorium - Dean Jenkins and President Kaler will go to the Star dressing room on the West side, Ground level to meet Chief Justice - Sease setup diagram - Check signage - Stage security — monitor stage af does not have access - Help ensure other guests don't results of names - Help ensure other guests don't results of names - Laura will provide a list o		0.00	
Assist Dean Jenkins, President Kaler & Professor Stein will be onsite at 2:45pm to do his sound check Dean Jenkins will arrive by 3:30pm Dean Jenkins to meet President Kaler at backstage door at 3:30pm President Kaler will be accompanied by Karen Kaler and his Deputy Chief of Staff, Julie Reuvers; show his guests to their reserved seats in the auditorium Dean Jenkins and President Kaler will go to the Star dressing room on the West side, Ground level to meet Chief Justice Stage Setup/Floaters Garrett Howe Stage Security — monitor stage at does not have access Reserved Seating Assist Dean Jenkins will arrive by 3:30pm President Kaler will go to the Star dressing room on the West side, Ground level to meet Chief Justice Stage Security — monitor stage at does not have access Reserved Seating Assist Dean Jenkins will arrive by 3:30pm President Kaler will go to the Star dressing room on the West side, Ground Level, and Jenkins and Jenkins will go to the Star dressing room on the West side, Ground Level, and Jenkins and Jenkins will go to the Star dressing room on the West side, Ground Level, any ticket issues should be directed to Will Call windows We are recording the lecture; any media questions should be directed to Mark Cohen Alart others on headsets when levels fill so they can direct people upstairs or by elevator, elso notify everyone if we need to have overflow seating in the Best Buy Theater Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should be directed to Mark Cohen Alart others on headsets when levels fill so they can direct people upstairs or by elevator; elso notify everyone if we need to have overflow seating in the Best Buy Theater Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should be directed to Mark Cohen Alart others on headsets when levels fill so they can direct people upstairs or by elevator; elso notify everyone if we need to have ov	Main Contact	- Office: 612-624-1885; Emergency: Call 9-1-1: EMS is in the building on the East side. Ground floor	
President Kaler & Dean Jankins will arrive by 3:30pm - President Kaler will be accompanied by Karen Kaler and his Deputy Chief of Staff, Julie Reuvers; show his guests to their reserved seats in the auditorium - Dean Jankins to meet President Kaler will be accompanied by Karen Kaler and his Deputy Chief of Staff, Julie Reuvers; show his guests to their reserved seats in the auditorium on the West side, Ground level to meet Chief Justice - See se'up diagram - Check signage - Stage security - monitor stage at does not have access Reserved Seating - Assist guests with reserved seats - Laura will provide a list of names - Help ersure other guests don't reserved seats - Laura will provide a list of names - La	THE COST OF THE SECTION OF THE SECTI		
- Dean Jankins to meet President Kaler at backstage door at 3:30pm - President Kaler will be accompanied by Karen Kaler and his Deputy Chief of Staff, Julie Reuvers, show his guests to their reserved seats in the auditorium - Dean Jankins and President Kaler will go to the Star dressing room on the West side, Ground level to meet Chief Justice - See setup diagram - Check signage - Stage security — monitor stage af does not have access - Satige security — monitor stage af does not have access - Lizzy Beghelli - Jacquelyn Burt - Jacquelyn Burt - Jacquelyn Burt - Jelissa Chaffee - Stage seventy — staff and speai - Laura will provide a list of names - Help ensure other guests don't r - first, familiarize yourself with No directions): elevators, restrooms - Suest Services - Lizzy Beghelli - Jacquelyn Burt - Jacquelyn Burt - Joel Eaton - Patrick Graybill - Will Call is on East side, Ground I - enter the auditorium at the East auditorium riceserved sections, have been a suditorium reserved sections, have been a suditorium reserved sections, have been a suditorium reserved sections, have been a suditorium on the Ground floor; Northrop has listening assistance devices at Coat Check - staff should be at doors around 2:30/2.45 pm - Doors open at 3pm; all seating is General Admission - Ushers will also be at each auditorium door to scan tickets - Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows - We are recording the lecture; any media questions should be directed to Will Call windows - We are recording the lecture; any media questions should be directed to Will Call windows - We let a recording the lecture; any seakpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions Announcement will be made at 3:45pm: please take your seats: - Will Call s			
- President Kaler will be accompanied by Karen Kaler and his Deputy Chief of Staff, Julie Reuvers; show his guests to their reserved seats in the auditorium or the West side, Ground level to meet Chief Justice - See seup diagram - Check signage - Sea seup diagram - Check signage - Stage security - monitor stage at does not have access Reserved Seating - Assist guests with reserved seati - Laura will provide a list of names - Help ensure other guests don't not directions': elevators, restrooms - Surdyk's Cafe (only bottled water - Laura will provide a list of names - Lizzy Beginelli - Surget Seation - Patrick Graybill - enter the auditorium at the East auditorium: reserved sections, his provide at a suditorium reserved sections, full call windows - Wheelchair Tocations are limited to Row F and the back of the auditorium on the Ground floor, Northrop has listening assistance devices at Coat Check - staff should be at doors around 2:30/2.45 pm - Doors open at 3pm; all seating is General Admission - Ushers will also be at each auditorium dor to scan tickets - Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows - Wear are recording the lecture; any media questions should be directed to Will Call windows - Wear are recording the lecture; any media questions should be directed to Will Call windows - Wear are recording the lecture; any media questions should be directed to Will Call windows - Wear are recording the lecture; any media questions should be directed to Will Call windows - Wear are recording the lecture; any media questions should be directed to Will Call windows - Wear are recording the lecture; any media questions should be directed to Will Call windows - Wear are recording the lecture; any media questions should be directed to Will Call windows - Wear are recording the lecture; any media questions should check these items at Coat Check on either the East or West side, Ground floor - I frithere's a security issue, utilize ASIA security staff on each floor. U			
Reuvers, show his guests to their reserved seats in the auditorium Dean Jankins and President Kaler will go to the Star dressing room on the West side, Ground level to meet Chief Justice See setup diagram Check signage Stage security monitor stage at does not have access Check signage Assist guests with reserved seatt Laura will provide a list of names Help ensure other guests don't re Backstage Monitor Heather Hixson Lizzy Beghelli Jacquelyn Burt Jacquelyn Burt Jacquelyn Burt Jacquelyn Burt Jelf Eaton Patrick Graybill Kjerstin Yager Tirst, familiarize yourself with No enter the auditorium at the East auditorium: reserved sections, have been added to sea a devices at Coat Check - staff should be at doors around 2:3002.45 pm Doors open at 3pm; all seating is General Admission Ushers will also be at each auditorium door to scan tickets Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows We are recording the lecture; any media questions should be directed to Will Call windows We are recording the lecture; any media questions should be directed to Will Call windows We are recording the lecture; any media questions should be directed to Will Call windows We are recording the lecture; any media questions should be directed to Will Call windows We are recording the lecture; any media questions should be directed to Will Call windows We are recording the lecture; any media questions should be directed to Will Call windows We are recording the lecture; any backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions. Announcement will be made at 3:45pm; please take your seats: @3:45pm go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserve			
- Dean Jenkins and President Kaler will go to the Star dressing room on the West side, Ground level to meet Chief Justice - See setup diagram - Check signage - Stage security — monitor stage af does not have access - Asignage - Assist guests with reserved seati - Aura will provide a list of names - Help ensure other guests don't n - Healther Hixson - Monitor — - Monitor that only staff and speal - Laura will provide a list of names - Lizzy Beghelli - Jacquelyn Burt - Jacquelyn Burt - Joel Eaton - Patrick Graybill - Netro the auditorium at the East - wheelchair locations are limited to Row F and the back of the auditorium on the - Ground floor; Northrop has listening assistance devices at Coat Check - staff should be at doors around 2:30/2.45 pm - Doors open at 3pm; all seating is General Admission - Ushers will also be at each auditorium door to scan tickets - Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows - We are recording the lecture; any media questions should be directed to Will Call windows - Wear are recording the lecture; any media questions should be directed to Will Call windows - Wear are recording the lecture; any media questions should be directed to Will Call windows - Wear are recording the lecture; any media questions should be directed to Will Call windows - Wear are recording the lecture; any media questions should be directed to Will Call windows - Wear are recording the lecture; any media questions, should check these items at Coat Check - Alett others on headsets when levels fill so they can direct people upstains or by elevator; also notify everyone if we need to have overflow seating in the Best Buy - Theater - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go of at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be a	Angela Fanner		е
Ground level to meet Chief Justice See Setup/Floaters Garrett Howe Check signage Stage security — monitor stage at does not have access Geserved Seating Terese Lynch Abjail Loyd Abjail Loyd Abjail Loyd Help ensure other guests don't r Heather Hixson Guest Services Lizzy Beghelli Jacquelyn Burt Jacquelyn Burt Jelisas Cafe (only bottled water East Side vs West Side/Ground I enter the auditorium at the East auditorium reserved sections, honors open at 3pm; all seating is General Admission Ushers will also be at each auditorium door to scan tickets Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows We are recording the lecture; any media questions should be directed to Mark Cohen Alart others on headsets when levels fill so they can direct people upstairs or by theater Rules of Decorum no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions. Announcement will be made at 3:45pm: please take your seats "Announcement will be made at 3:45pm: please take your seats of the lecture." Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture. Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture. Chimes will so for a captured puests find open seats; nothing should remain open on the Ground floor except those marked as Reserved.			
- See setup diagram - Check signage - Stage security — monitor stage at does not have access - Assist guests with reserved seati - Laura will provide a list of names - Help ensure other guests don't r - Heather Hixson - Heather Hixson - Lizzy Beghelli - Jacquelyn Burt - Jacquelyn Burt - Jacquelyn Burt - Joel Eaton - Patrick Graybill - Kijerstin Yager - Kijerstin Yager - Monitor that only staff and speal - Laura will provide a list of names - Lizzy Beghelli - Joel Eaton - First, familiarize yourself with No directions): elevators, restrooms - Surdyk's Cafe (only bottled water - East Side vs West Side/Ground I - enter the auditorium at the East - auditorium: reserved sections, have - wheelchair locations are limited to Row F and the back of the auditorium on the - Ground floor; Northrop has listening assistance devices at Coat Check - staff should be at doors around 2:30/2:45 pm - Doors open at 3 pm; all seating is General Admission - Ushers will also be at each auditorium door to scan tickets - Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows - We are recording the lecture; any media questions should be directed to Mark Cohen - Alert others on headsets when levels fill so they can direct people upstairs or by - levels of Decorum: no purses, backpacks, bags, cell phones, cameras or recording - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording - Rules of Decorum: no purse			
Clarest Howe Stage security monitor stage at does not have access Classes expect Seating Stage security monitor stage at does not have access Class Abigail Loyd Stage Services Stage Monitor Stage at Laura will provide a list of names Help ensure other guests don't reserved seating Stage Services Services Services Such Services Surdy's Cafe (only bottled water East Side vs West Side/Ground I enter the auditorium at the East auditorium: reserved sections, have accepted by the solution of the auditorium on the Ground floor; Northrop has listening assistance devices at Coat Check staff should be at doors around 2:30/2:45 pm Doors open at 3pm; all seating is General Admission Shares will also be at each auditorium door to scan tickets West side, Ground Level; any ticket issues should be directed to Will Call windows Windows We are recording the lecture; any media questions should be directed to Will Call windows West are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor . If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions. Announcement will be made at 3:45pm; please take your seats east of the lecture will be made at 3:45pm; please take your seats east of the seating will be allowed, direct guests to upper balconies, main floor auditorium.	Stage Setup/Electors	Con natura dia grappa	
does not have access Reserved Seating Terese Lynch Assist guests with reserved seati Laura will provide a list of names Help ensure other guests don't re - Monitor that only staff and speal Laura will provide a list of names - Help ensure other guests don't re - Suest Services - first, familiarize yourself with No directions); elevators, restrooms - Surdyk's Cafe (only bottled water - Last Side vs West Side/Ground I - enter the auditorium at the East - auditorium: reserved sections, handler - wheelchair locations are limited to Row F and the back of the auditorium on the - Ground floor; Northrop has listening assistance devices at Coat Check - staff should be at doors around 2:30/2:45 pm - Doors open at 3pm; all seating is General Admission - Ushers will also be at each auditorium door to scan tickets - Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows - We are recording the lecture; any media questions should be directed to Mark Cohen - Alert others on headsets when levels fill so they can direct people upstairs or by elevator, elso notify everyone if we need to have overflow seating in the Best Buy - Theater - Rules of Decorum: no purses, backpacks, bags, cell		Check signage	
does not have access Reserved Seating Terese Lynch Assist guests with reserved seati Laura will provide a list of names Help ensure other guests don't re - Monitor that only staff and speal Laura will provide a list of names - Help ensure other guests don't re - Suest Services - first, familiarize yourself with No directions); elevators, restrooms - Surdyk's Cafe (only bottled water - Last Side vs West Side/Ground I - enter the auditorium at the East - auditorium: reserved sections, handler - wheelchair locations are limited to Row F and the back of the auditorium on the - Ground floor; Northrop has listening assistance devices at Coat Check - staff should be at doors around 2:30/2:45 pm - Doors open at 3pm; all seating is General Admission - Ushers will also be at each auditorium door to scan tickets - Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows - We are recording the lecture; any media questions should be directed to Mark Cohen - Alert others on headsets when levels fill so they can direct people upstairs or by elevator, elso notify everyone if we need to have overflow seating in the Best Buy - Theater - Rules of Decorum: no purses, backpacks, bags, cell	2. Janell Howe	Stage security monitor stage of	0
Reserved Seating Terese Lynch Abigail Loyd A	3.		C
- Abigail Loyd 3. Elissa Chaffee 3. Abigail Loyd 3. Elissa Chaffee 3. Help ensure other guests don't r - Heather Hixson - Monitor that only staff and speal - Laura will provide a list of name: - Laura will provide a list of name: - Laura will provide a list of name: - Lizzy Beghelli - Joel Eaton - First, familiarize yourself with No directions): elevators, restrooms - Surdyk's Cafe (only bottled water - East Side vs West Side/Ground - enter the auditorium at the East - auditorium: reserved sections, handler - wheelchair locations are limited to Row F and the back of the auditorium on the - Ground floor; Northrop has listening assistance devices at Coat Check - staff should be at doors around 2:30/2:45 pm - Doors open at 3pm; all seating is General Admission - Ushers will also be at each auditorium door to scan tickets - Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows - We are recording the lecture; any media questions should be directed to Mark Cohen - Alert others on headsets when levels fill so they can direct people upstairs or by elevator; also notify everyone if we need to have overflow seating in the Best Buy - Theater - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions Announcement will be made at 3:45pm; please take your seats - 3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium	3.	Lilacts In 101	
- Abigail Loyd 3. Elissa Chaffee 3. Abigail Loyd 3. Elissa Chaffee 3. Help ensure other guests don't r - Heather Hixson - Monitor that only staff and speal - Laura will provide a list of name: - Laura will provide a list of name: - Laura will provide a list of name: - Lizzy Beghelli - Joel Eaton - First, familiarize yourself with No directions): elevators, restrooms - Surdyk's Cafe (only bottled water - East Side vs West Side/Ground - enter the auditorium at the East - auditorium: reserved sections, handler - wheelchair locations are limited to Row F and the back of the auditorium on the - Ground floor; Northrop has listening assistance devices at Coat Check - staff should be at doors around 2:30/2:45 pm - Doors open at 3pm; all seating is General Admission - Ushers will also be at each auditorium door to scan tickets - Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows - We are recording the lecture; any media questions should be directed to Mark Cohen - Alert others on headsets when levels fill so they can direct people upstairs or by elevator; also notify everyone if we need to have overflow seating in the Best Buy - Theater - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions Announcement will be made at 3:45pm; please take your seats - 3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium	Reserved Seating	- Assist guests with reserved seati	
- Help ensure other guests don't r - Elissa Chaffee - Monitor that only staff and speal - Laura will provide a list of names - Announcement will be made at 3:45pm: please take your seats - Wast Staff and speal - Laura will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium		- Laura will provide a list of names	
Backstage Monitor Heather Hixson - Monitor that only staff and speal - Laura will provide a list of name: - Lizzy Beghelli Joel Eaton - First, familiarize yourself with No directions): elevators, restrooms - Surdyk's Cafe (only bottled water East Side vs West Side/Ground I - enter the auditorium at the East auditorium: reserved sections, handled and the back of the auditorium on the Ground floor; Northrop has listening assistance devices at Coat Check - staff should be at doors around 2:30/2:45 pm - Doors open at 3pm; all seating is General Admission - Ushers will also be at each auditorium door to scan tickets - Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows - We are recording the lecture; any media questions should be directed to Mark Cohen - Alert others on headsets when levels fill so they can direct people upstairs or by elevator; also notify everyone if we need to have overflow seating in the Best Buy Theater - Rules of Decorum. no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions Announcement will be made at 3:45pm; please take your seats - 3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium			
- Monitor that only staff and speal - Laura will provide a list of name - Laura will provide a list of name - Lizzy Beghelli - Jacquelyn Burt - Jacquelyn Burt - Jacquelyn Burt - Jacquelyn Burt - Patrick Graybill - Patrick Graybill - In Patric		Ms + side fix + +low	
- Laura will provide a list of name: - Laura will provide a list of name: - Lizzy Beghelli - Jacquelyn Burt		Casa sione, this is took	
Lizzy Beghelli Jacquelyn Burt Joel Eaton Patrick Graybill Kjerstin Yager - wheelchair locations are limited to Row F and the back of the auditorium on the Ground floor; Northrop has listening assistance devices at Coat Check - staff should be at doors around 2:30/2:45 pm - Doors open at 3pm; all seating is General Admission - Ushers will also be at each auditorium door to scan tickets - Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows - We are recording the lecture; any media questions should be directed to Mark Cohen - Alert others on headsets when levels fill so they can direct people upstairs or by elevator, also notify everyone if we need to have overflow seating in the Best Buy Theater - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions Announcement will be made at 3:45pm: please take your seats - @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium		- Monitor that only staff and speak	
Lizzy Beghelli Jacquelyn Burt Joel Eaton Patrick Graybill Kjerstin Yager - wheelchair locations are limited to Row F and the back of the auditorium on the Ground floor; Northrop has listening assistance devices at Coat Check - staff should be at doors around 2:30/2:45 pm - Doors open at 3pm; all seating is General Admission - Ushers will also be at each auditorium door to scan tickets - Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows - We are recording the lecture; any media questions should be directed to Mark Cohen - Alert others on headsets when levels fill so they can direct people upstairs or by elevator, also notify everyone if we need to have overflow seating in the Best Buy Theater - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions Announcement will be made at 3:45pm: please take your seats - @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium	 Heather Hixson 	- Laura will provide a list of name:	
directions): elevators, restrooms Surdyk's Cafe (only bottled water East Side vs West Side/Ground I - enter the auditorium at the East auditorium: reserved sections, handled be accepted auditorium on the Ground floor; Northrop has listening assistance devices at Coat Check - staff should be at doors around 2:30/2:45 pm - Doors open at 3pm; all seating is General Admission - Ushers will also be at each auditorium door to scan tickets - Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows - We are recording the lecture; any media questions should be directed to Mark Cohen - Alert others on headsets when levels fill so they can direct people upstairs or by elevator; also notify everyone if we need to have overflow seating in the Best Buy Theater - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions Announcement will be made at 3:45pm: please take your seats - @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium	Guest Services	- first familiarize yourself with No	
Surdyk's Cafe (only bottled water East Side vs West Side/Ground I - enter the auditorium at the East auditorium: reserved sections, handsapper - wheelchair locations are limited to Row F and the back of the auditorium on the Ground floor; Northrop has listening assistance devices at Coat Check - staff should be at doors around 2:30/2:45 pm - Doors open at 3pm; all seating is General Admission - Ushers will also be at each auditorium door to scan tickets - Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows - We are recording the lecture; any media questions should be directed to Mark Cohen - Alert others on headsets when levels fill so they can direct people upstairs or by elevator; also notify everyone if we need to have overflow seating in the Best Buy Theater - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions Announcement will be made at 3:45pm: please take your seats - @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium			
East Side vs West Side/Ground I - enter the auditorium at the East auditorium: reserved sections, harmoupper - wheelchair locations are limited to Row F and the back of the auditorium on the Ground floor; Northrop has listening assistance devices at Coat Check - staff should be at doors around 2:30/2:45 pm - Doors open at 3pm; all seating is General Admission - Ushers will also be at each auditorium door to scan tickets - Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows - We are recording the lecture; any media questions should be directed to Mark Cohen - Alert others on headsets when levels fill so they can direct people upstairs or by elevator; also notify everyone if we need to have overflow seating in the Best Buy Theater - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions Announcement will be made at 3:45pm: please take your seats - @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium		Surdyk's Cafe (only bottled water	
- enter the auditorium at the East auditorium; reserved sections, handledge. - wheelchair locations are limited to Row F and the back of the auditorium on the Ground floor; Northrop has listening assistance devices at Coat Check. - staff should be at doors around 2:30/2:45 pm - Doors open at 3pm; all seating is General Admission. - Ushers will also be at each auditorium door to scan tickets. - Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows. - We are recording the lecture; any media questions should be directed to Mark Cohen. - Alert others on headsets when levels fill so they can direct people upstairs or by elevator; also notify everyone if we need to have overflow seating in the Best Buy. Theater. - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor. - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions. - Announcement will be made at 3:45pm: please take your seats. - @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved. - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture. - Late seating will be allowed, direct guests to upper balconies, main floor auditorium.			
auditorium: reserved sections, handledges wheelchair locations are limited to Row F and the back of the auditorium on the Ground floor; Northrop has listening assistance devices at Coat Check staff should be at doors around 2:30/2:45 pm Doors open at 3pm; all seating is General Admission Ushers will also be at each auditorium door to scan tickets Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows We are recording the lecture; any media questions should be directed to Mark Cohen Alert others on headsets when levels fill so they can direct people upstairs or by elevator; also notify everyone if we need to have overflow seating in the Best Buy Theater Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions. Announcement will be made at 3:45pm: please take your seats @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture Late seating will be allowed, direct guests to upper balconies, main floor auditorium		10.000 (A)	
- wheelchair locations are limited to Row F and the back of the auditorium on the Ground floor; Northrop has listening assistance devices at Coat Check - staff should be at doors around 2:30/2:45 pm - Doors open at 3pm; all seating is General Admission - Ushers will also be at each auditorium door to scan tickets - Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows - We are recording the lecture; any media questions should be directed to Mark Cohen - Alert others on headsets when levels fill so they can direct people upstairs or by elevator; also notify everyone if we need to have overflow seating in the Best Buy Theater - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions Announcement will be made at 3:45pm: please take your seats - @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium			
Ground floor; Northrop has listening assistance devices at Coat Check - staff should be at doors around 2:30/2:45 pm - Doors open at 3pm; all seating is General Admission - Ushers will also be at each auditorium door to scan tickets - Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows - We are recording the lecture; any media questions should be directed to Mark Cohen - Alert others on headsets when levels fill so they can direct people upstairs or by elevator; also notify everyone if we need to have overflow seating in the Best Buy Theater - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions Announcement will be made at 3:45pm: please take your seats - @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium	.,,		
- staff should be at doors around 2:30/2:45 pm - Doors open at 3pm; all seating is General Admission - Ushers will also be at each auditorium door to scan tickets - Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows - We are recording the lecture; any media questions should be directed to Mark Cohen - Alert others on headsets when levels fill so they can direct people upstairs or by elevator; also notify everyone if we need to have overflow seating in the Best Buy Theater - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions Announcement will be made at 3:45pm: please take your seats - @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium			
- Doors open at 3pm; all seating is General Admission - Ushers will also be at each auditorium door to scan tickets - Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows - We are recording the lecture; any media questions should be directed to Mark Cohen - Alert others on headsets when levels fill so they can direct people upstairs or by elevator; also notify everyone if we need to have overflow seating in the Best Buy Theater - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions Announcement will be made at 3:45pm: please take your seats - @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium			
 Ushers will also be at each auditorium door to scan tickets Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows We are recording the lecture; any media questions should be directed to Mark Cohen Alert others on headsets when levels fill so they can direct people upstairs or by elevator; also notify everyone if we need to have overflow seating in the Best Buy Theater Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions. Announcement will be made at 3:45pm: please take your seats @3:45pm -go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture Late seating will be allowed, direct guests to upper balconies, main floor auditorium 			
windows - We are recording the lecture; any media questions should be directed to Mark Cohen - Alert others on headsets when levels fill so they can direct people upstairs or by elevator; also notify everyone if we need to have overflow seating in the Best Buy Theater - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions. - Announcement will be made at 3:45pm: please take your seats - @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium	2		
windows - We are recording the lecture; any media questions should be directed to Mark Cohen - Alert others on headsets when levels fill so they can direct people upstairs or by elevator; also notify everyone if we need to have overflow seating in the Best Buy Theater - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions. - Announcement will be made at 3:45pm: please take your seats - @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium	V	- Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call	(
- Alert others on headsets when levels fill so they can direct people upstairs or by elevator; also notify everyone if we need to have overflow seating in the Best Buy Theater - Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions. - Announcement will be made at 3:45pm: please take your seats - @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium	c YS	windows	
elevator; also notify everyone if we need to have overflow seating in the Best Buy Theater Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions. Announcement will be made at 3:45pm: please take your seats @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture Late seating will be allowed, direct guests to upper balconies, main floor auditorium	, M		
Theater Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions. Announcement will be made at 3:45pm: please take your seats @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture Late seating will be allowed, direct guests to upper balconies, main floor auditorium	X	- Alert others on headsets when levels fill so they can direct people upstairs or by	
Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions. - Announcement will be made at 3:45pm: please take your seats - @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium	m. 1025	elevator; also notify everyone if we need to have overflow seating in the Best Buy	4
devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions. - Announcement will be made at 3:45pm: please take your seats - @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium	(Car		nN
on either the East or West side, Ground floor - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions. - Announcement will be made at 3:45pm: please take your seats - @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium	ho'		1
- If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions. - Announcement will be made at 3:45pm: please take your seats - @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium	6		
any questions. - Announcement will be made at 3:45pm: please take your seats - @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium			
- Announcement will be made at 3:45pm: please take your seats - @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium			
- @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium	X / /		
remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium	M) It		
- Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium	2/10/20		1
- Late seating will be allowed, direct guests to upper balconies, main floor auditorium	May W		3.7
	X , 10		
doors will close at 4pm.	1 1 W		
I A II		doors will close at 4pm.	

1

2 PM - Arrive at Northrop (enter at East side, Ground floor)

Go to the Green Room for check-in with Laura and pick-up your headset

- For those wearing headsets, wear clothing that you can attach or carry the base unit
- Note that everything will ebb and flow. You may need to go to another area depending on need; use your headsets to communicate if you need help in your area.
- If you're staying for the lecture, grab a Reserved sign and tape it to your chair in the auditorium.

Main Contact 1. Laura Walton	- Office: 612-624-1885; EMS is in the building on the East side, Ground floor
DOM REPORTS TO A PROGRAMMENT I	
Assist Dean Jenkins,	- Professor Stein will be onsite at 2:45pm to do his sound check
President Kaler &	- Dean Jenkins will arrive by 3:30pm
Professor Stein	- Dean Jenkins to meet President Kaler at backstage door at 3:30pm
Angela Tanner	- President Kaler will be accompanied by Karen Kaler and his Deputy Chief of Staff, Julie
	Reuvers; show his guests to their reserved seats in the auditorium
	- Dean Jenkins and President Kaler will go to the Star dressing room on the West side,
	Ground level to meet Chief Justice Roberts when he arrives at 3:45pm
Stage Setup/Floaters	- See setup diagram
Garrett Howe	- Check signage
2.	- Stage security - monitor stage after the security sweep at 2pm to ensure general public
3.	does not have access
Reserved Seating	- Assist guests with reserved seating on the Ground floor
Terese Lynch	- Laura will provide a list of names and their designated area
2. Abigail Loyd	- Help ensure other guests don't remove the signs or sit in reserved spaces
3. Elissa Chaffee	
Backstage Monitor	- Monitor that only staff and speakers gain access to backstage
Heather Hixson	- Laura will provide a list of names
Guest Services	- first, familiarize yourself with Northrop (the bulk of guest questions will be about
Lizzy Beghelli	directions): elevators, restrooms (male, female, family), coat check, water fountains,
Jacquelyn Burt	Surdyk's Cafe (only bottled water is allowed in the auditorium), ATM, orient yourself with
3. Joel Eaton	East Side vs West Side/Ground Floor vs First Floor and the 3 balconies
Patrick Graybill	- enter the auditorium at the East side, Ground floor doors to review the inside of the
5. Kjerstin Yager	auditorium: reserved sections, handicapped and wheelchair seats
J. Njerstin rager	- wheelchair locations are limited to Row F and the back of the auditorium on the
	Ground floor; Northrop has listening assistance devices at Coat Check
	- staff should be at doors around 2:30/2:45 pm
	- Doors open at 3pm; all seating is General Admission
W .	- Ushers will also be at each auditorium door to scan tickets
0	- Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call
V	windows
nxhx)	- We are recording the lecture; any media questions should be directed to Mark Cohen
Th.	- Alert others on headsets when levels fill so they can direct people upstairs or by
2	elevator; also notify everyone if we need to have overflow seating in the Best Buy
	Theater
3/1/	Rules of Decorum: no purses, backpacks, bags, cell phones, cameras or recording
IN IX	devices are allowed in the auditorium. Guests should check these items at Coat Check
5	on either the East or West side, Ground floor
	- If there's a security issue, utilize ASIA security staff on each floor. Use your headset for
X	any questions.
-1 do 1 1 1	- Announcement will be made at 3:45pm: please take your seats
CXIn, My	- @3:45pm - go into the auditorium and help guests find open seats; nothing should
2/0/1/2	remain open on the Ground floor except those marked as Reserved
May 1 4	- Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture
X Jo	- Late seating will be allowed, direct guests to upper balconies, main floor auditorium
, 1 10	doors will close at 4pm.
	door will didde at Tpill.

1

Coat Check Lines	- Open at 2pm
Hallie Prest	- Coat Check will be open on both the East side, Ground floor and West side, Ground floor
2. Sue Bartolutti	- Assist in communicating rules of courtroom decorum: no purses, backpacks, bags, or
	recording devices are allowed in the auditorium.
	- If someone is checking a cell phone only, tell them to turn it off and put it in their pocket.
	Cell phone use is prohibited inside the auditorium.
Will Call Line	- Monitor for any issues; Laura will provide a handful of tickets as backup
Ryan Sendelbach	- Worldon for any issues, Ladra will provide a nandral of tickets as backup
2. David Jensen	
CLE Sign-In	- There is a CLE table on both the East and West sides in the Atrium
	- 20 Tag tag page and a tag tag tag tag tag tag tag tag tag t
Renee Anderson	- Event code is #263085
2. Deanna Mello	Lecture was approved for 1.25 Standard CLE credits
Press Check-In	- Table is on the West side of the Atrium
Communications	
Press Seating	- Monitor reserved section and assist with press/media questions
	- Monitor reserved section and assist with press/media questions
Communications	
Best Buy Theater	- Greet guests to the overflow room and help field any questions or issues
1. Floater	- This space will only be used if we reach capacity in the auditorium
Microphone Monitors	- There will be two standing microphones on the Ground floor on both the East and West
Communications	sides
2. Communications	- Assist with lining up guests during the audience Q&A from 5-5:15pm
	- Professor Stein will moderate the questions from stage
Cell Phone Monitors	- Northrop Ushers will take the lead on this
1	- Monitor for cell phone use during lecture
2	If you see a cell phone out during the lecture, ask the guest to turn it off and put it away
3	If they use it again, notify ASIA security to take them out of the auditorium
4	- Reserve your seats on each floor at the back and at the end of a row
Private Reception for	- Review setup is correct; Laura will provide a diagram
MN Judges	- Meet Chief Judge Tunheim's Clerk, Kate Fogerty, at 5pm
Emily Jura-Baum	- Kate will provide name tags and meet invited judges at the backstage door after the
1. Ellilly Jura-Baulli	lecture
December	
Reception	- Review setup is correct; Laura will provide a diagram
Beth Soberg	- Assist with general guest services during the reception (ie. Coat Check locations)
CLE Table	- There will only be one table for CLE sign-in on the East side during the reception
Paula Swanson	- Event code is #263085
	- Lecture was approved for 1.25 Standard CLE credits
Dinner	- Review setup is correct; Laura will provide a diagram
Delanie Skahen	- Set out place cards according to the seating chart
1. Delatile Skattett	- Set out place dates according to the seating chart



2 PM - Arrive at Northrop (enter at East side, Ground floor)

- , Go to the Green Room for check-in with Laura and pick-up your headset
- For those wearing headsets, wear clothing that you can attach or carry the base unit
- Note that everything will ebb and flow. You may need to go to another area depending on need; use your headsets to communicate if you need help in your area.
- If you're staying for the lecture, grab a Reserved sign and tape it to your chair in the auditorium.

Main Contact 1. Laura Walton	- Office: 612-624-1885; Emergency: Call 9-1-1; EMS is in the building on the East side, Ground floor
Assist Dean Jenkins, President Kaler & Professor Stein 1. Angela Tanner	 - Professor Stein will be onsite at 2:45pm to do his sound check - Dean Jenkins will arrive by 3:30pm - Dean Jenkins to meet President Kaler at backstage door at 3:30pm - President Kaler will be accompanied by Karen Kaler and his Deputy Chief of Staff, Julie Reuvers; show his guests to their reserved seats in the auditorium - Dean Jenkins and President Kaler will go to the Star dressing room on the West side, Ground level to meet Chief Justice Roberts when he arrives at 3:45pm
Stage Setup/Floaters 1. Garrett Howe 2.	- stage setup diagram - check signage - stage security – monitor stage after the K9 sweep at 2pm to ensure general public does not have access
Reserved Seating 1. Terese Lynch 2. Abigail Loyd 3. Elissa Chaffee	-assist guests with reserved seating on the ground floor - Laura will provide a list of names and their designated area - help ensure other guests don't remove the signs or sit in reserved spaces
Backstage Monitor 1. Heather Hixson	-Monitor that only staff and speakers gain access to backstage (security sweep was done at 2pm so we can't have general public backstage) -Laura will provide a list of names
Guest Services 1. Lizzy Beghelli 2. Jacquelyn Burt 3. Joel Eaton 4. Patrick Graybill 5. Kjerstin Yager	- first, familiarize yourself with Northrop (the bulk of guest questions will be about directions): elevators, restrooms (male, female, family), coat check, water fountains, concessions (only bottled water is allowed in the auditorium), ATM, orient yourself with East Side vs West Side/Ground Floor vs First Floor and the 3 balconies - enter the auditorium at the East side, Ground floor doors to review the inside of the auditorium: reserved sections, handicapped and wheelchair seats - wheelchair locations are limited to Row F and the back of the auditorium on the Ground floor - staff should be at doors around 2:30/2:45 pm - Doors open at 3pm, all seating is General Admission - Ushers will also be at each auditorium door to scan tickets - Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call windows - we are recording the lecture; any media questions should be directed to Mark Cohen - alert others on headsets when levels fill so they can direct people-upstairs or by elevator; also notify everyone if we need to have overflow in the Best Buy Theater -Rules of Decorum: No purses, backpacks, bags, cell phones, cameras or recording devices are allowed in the auditorium. Guests should check these items at Coat Check on either the East or West side, Ground floor - If there's a security issue, utilize ASIA security staff on each floor. Use your headset for any questions. It's Northrop's responsibility to issue the first warning -Announcement will be made at 3:45pm: please take your seats - @3:45pm - go into the auditorium and help guests find open seats; nothing should remain open on the Ground floor except those marked as Reserved - Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture - Late seating will be allowed, direct guests to upper balconies, main floor auditorium doors will close at 4pm.

	-Overflow available in Best Buy Theatre or at hallway monitors - Nothrop has listening assistance devices at Coat Check				
1. Hallie Prest 2. Sue Bartolutti	 Opens at 2pm Coat Check will be open on both the East side, Ground floor and West side, Ground floor Assist in communicating rules of courtroom decorum: no purses, backpacks, bags, or recording devices are allowed in the auditorium. If someone is checking a cell phone only, tell them to turn it off and put it in their pocket. Cell phone use is prohibited inside the auditorium. 				
Will Call Line 1. Ryan Sendelbach 2. David Jensen	- Monitor for any issues; Laura will provide a handful of tickets as backup				
CLE Sign-In 1. Renee Anderson 2. Deanna Mello	- There is a CLE table on both the East and West sides in the Atrium - Event code is #263085 - Lecture was approved for 1.25 Standard CLE credits				
Press Check-In 1. Communications	- table is on the West side of the Atrium				
Press Seating 1. Communications	-monitor reserved section and assist with press/media questions				
Best Buy Theater 1. Floater	- the Theater will only be used if we reach capacity in the auditorium				
Microphone Monitors 1. Communications 2. Communications	icrophone Monitors Communications -there will be two standing microphones on the Ground floor on both the East and Wes				
Cell Phone Monitors 1. 2. 3. 4.	 Northrop Ushers will take the lead on this Monitor for cell phone use during lecture If you see a cell phone out during the lecture, ask the guest to turn it off and put it away If they use it again, notify ASIA security to take them out of the auditorium Reserve your seats on each floor at the back and at the end of a row 				
Private Reception for MN Judges 1. Emily Jura-Baum	 Review setup is correct; Laura will provide a diagram Meet Chief Judge Tunheim's Clerk, Kate Fogerty, at 5pm Kate will provide name tags and meet invited judges at the backstage door after the lecture 				
Reception 1. Beth Soberg	- Review setup is correct; Laura will provide a diagram - assist with general guest services during the reception (ie. Coat Check locations)				
CLE Table 1. Paula Swanson	- There will only be one table for CLE sign-in on the East side during the reception - Event code is #263085 - Lecture was approved for 1.25 Standard CLE credits				
Dinner 1. Delanie Skahen	- Review setup is correct; Laura will provide a diagram - Set out place cards according to the seating chart				

Garrett Howe
Luke Johnson
Mark Cohen
Jon McClanahan Lee

Monica Wittstock

2-4pm

Heather Hixson

Terese Lynch

Deanna Mello

David Jensen

Hallie Prest

Sue Bartolutti

Joel Eaton

Angela Tanner

Ryan Sendelbach

Patrick Graybill

Elissa Chaffee

-Lizzy Beghelli

Kjerstin Yager

Renee Anderson

Abigail Loyd

Renee Pickerign

Jacquelyn Burt

4-6pm

Heather Hixson

Deanna Mello

Emily Jura-Baum

Joel Eaton

Angela Tanner

Beth Soberg

Ryan Sendelbach

Paula Swanson

Delanie Skahen

Renee Pickerign

Jacquelyn Burt

2 PM - Arrive at Northrop (enter at East side, Ground floor)

Go to the Green Room for check-in with Laura and pick-up your headset

- For those wearing headsets, wear clothing that you can attach or carry the base unit
- If you're staying for the lecture, grab a Reserved sign and tape it to your chair in the auditorium.

	obil
Main Contact	- 612-624-1885 (office);
Laura Walton	- Emergency: Call 9-1-1; EMS is in the building on the East side, Ground floor across
Ansie	from Coat Check
	Duefessor Chain will be ensite at 2:45 pm to do his count about
Assist Dean Jenkins,	- Professor Stein will be onsite at 2:45pm to do his sound check
President Kaler &	- Dean Jenkins will arrive by 3:30pm
Professor Stein	- Dean Jenkins to meet President Kaler at backstage door at 3:30pm
Orbe Walther?	- President Kaler will be accompanied by Karen Kaler and his Deputy Chief of Staff, Julie
	Reuvers; show his guests to their reserved seats in the auditorium
	- Dean Jenkins and President Kaler will go to the Star dressing room on the West side,
	Ground level to meet Chief Justice Roberts when he arrives at 3:45pm
Stage Setup	- see instructional packet with diagram _ Setup diagram
Garrett Howe	- check signage
2.	- stage security - monitor stage after the K9 sweep at 2pm to ensure general public does
	not access the stage
	have access.
Reserved Seating	- assist guests with reserved seating on the ground floor
1. Terese Lynch	- Laura will provide a list of names and their designated area
2. Abby Loyd	- help ensure other guests don't remove the signs or sit in reserved spaces
3.	
Backstage Security	-Monitor that only staff and speakers gain access to backstage
l 1	-Laura will provide a list of names
Guest Services	- should be at doors around 2:30/2:45 pm
1	- Doors open at 3pm; all seating is General Admission
1 7 0 0/100	- first, familiarize yourself with Northrop (the bulk of guest questions will be about
- ACOUEMA	directions): elevators, restrooms (male, female, family), coat check, water fountains,
0.00	concessions (only bottled water is allowed in the auditorium), ATM, orient yourself with
	East Side vs West Side/Ground Floor vs First Floor and the balconies
	- enter the auditorium at the East side, Ground floor doors to review the inside of the
	auditorium: reserved sections and handicapped location week char sections
	ushers will be at each auditorium door to scan tickets
	- we are recording the lecture; any media questions should be directed to Mark Cohen
	- East/Ground building entrance (above the parking garage) will be the main entrance
\	for guests
1	- disability/elderly early seating at both East/Ground and East/First Floor auditorium
\	doors
	wheelchair locations are limited to Row F and the back of the auditorium on the
	Ground floor, there are additional spots in all 3 balconies
	- alert others on headsets when levels fill so they can direct people upstairs or by
	elevator
7	- Protestors can be outside on sidewalks. Banners and signs are not allowed in the
M	auditorium. If there's a security issue, utilize ASIA security staff. Use your headset for
0	any questions.
to the second	-Will Call is on East side, Ground Level; any ticket issues should be directed to Will Call
1 1/18	windows
Low 3	-Rules of Decorum: No purses, backpacks, bags, cell phones, cameras or recording
1	devices are allowed in the auditorium. Please check these items at Coat Check on either
L	the East or West side, Ground floor
	-Announcement at 3:45pm: please take your seats
ľ	- @3:45pm - go into Auditorium and help guests find open seats; nothing should remain

	open on the Ground floor except those marked as Reserved
	-Chimes will go off at 10 min, 5 min, and 2 min prior to start of the lecture
	-Late seating will be allowed, direct guests to upper balconies, main floor auditorium
	doors will close at 4pm.
	-Overflow available in Best Buy Theatre or at hallway monitors
-	Nothrop has hearing devices at Coat Check
	- from your group, determine who will be at each location:
	 building entrances – East/Ground, West/Ground, Memorial Hall (South doors at
	Northrop stairs)
	 auditorium entrances – East/Ground, West/Ground, West/First Floor, East/First
	Floor
	 elevators – East/Ground, West/Ground, West/First Floor, East/First Floor
Coat Check Lines	- Opens at 2pm
1	- Coat Check will be open on both the East side, Ground floor and West side, Ground floor
2	- Assist in communicating rules of courtroom decorum: no purses, backpacks, bags, or
3	recording devices are allowed in the auditorium.
4	- If someone is checking a cell phone only, tell them to turn it off and put it in their pocket.
8=0	Cell phone use is prohibited inside the auditorium.
Will Call Line	- Welcome guests to the event; thank them for waiting in line
1. Ryan	- Monitor for any issues; Laura will provide a handful of tickets as backup
2.	
	will be
CLE Sign-In	- There is a CLE table on both the East and West sides in the Atrium
1. Lenee	- Event code is #263085
2	- Lecture was approved for 1.25 Standard CLE credits
3	
4	
Press Check-In	Mahla is an the Mast side of the Atrium
1	-table is on the West side of the Atrium
1. Communications	4.1
Press Seating	-monitor reserved section and assist with press/media questions
 Communications 	
Best Buy Theater	-greet guests to the overflow room and help field any questions or issues
1	- the Theater will only be used if we reach capacity in the auditorium
0-11-51 H	
Cell Phone Monitors	- Monitor for cell phone use during lecture
1	- If you see a cell phone out during the lecture, ask the guest to turn it off and put it away
2	- If they use it again, notify security to take them out of the auditorium
3	- Reserve your seats on each floor at the back and at the end of a row
4	
Microphone Monitors	- there will be two standing microphones on the Ground floor on both the East and West
1. Communications	sides
2. Communications	-assist with lining up guests during the audience Q&A from 5-5:15pm
	- Professor Stein will moderate the questions from stage; follow his queues
Private Reception for	- Review setup is correct, Laura will provide a diagram
MN Judges	- Meet Chief Judge Tunheim's Clerk, Kate Fogerty, at 5pm
1	- Kate will provide name tags and meet invited judges at the backstage door after the
	lecture
Reception	- Review setup is correct; Laura will provide a diagram
	- assist with general guest services during the reception (ie. Coat Check locations)
1	
CLE Table	- There will only be one table for CLE sign-in on the East side during the reception
1	- Event code is #263085
200	- Lecture was approved for 1.25 Standard CLE credits
Dinner	- Review setup is correct; Laura will provide a diagram,
' 1. <u> </u>	- Set out place cards according to the seating chart
570	

2 PM - Arrive at Northrop (enter at East side, Ground level)

- For those wearing headsets, wear clothing that you can attach or carry the base unit
- Go to the Green Room for check-in with Laura and pick-up your headset
- If you're staying for the lecture, grad a Reserved sign and tape it to your chair in the auditorium.

Main Contact 1. Laura Walton	612-624-1885 (office); Emergency: Call 9-1-1 Will do my best to respond to questions in the headsets, if others know the answer, please respond
Stage Setup 1. Garrett Howe 2. A	 see instructional packet with diagram signage – check locations plants stage security – monitor stage after 2pm K9 sweep for any non-Law or non-Northrop attendees
Assist Dean & President Kaler 1. Orbe Walther?	- Dean arrives at Dean to meet President Kaler at backstage door at 3:30pm Both in the star dressing room, west side
Assist Professor Stein 1.	2:45pm sound check for Stein
Backstage Security	Make sure only staff and speakers are doing backstage Call ? on the headsets if a speaker needs to be brought over to the Star dressing room
CLE Tables 1 2 3 4	2 at West side and 2 at East side Event code #### for 1.25 Standard CLE credits
Press Table 1 Press Seating 1) Comm
Coat Check Lines 1 2 3 4	Opens at 2pm If someone is checking a cell phone only, tell them to turn it off and put it in their pocket Remind them which side coat check they'll pick up their items

Will Call Line 1		
Seating 1. Terese Lynch Stein family Chief Justice Roberts guests	1	
	Seating 1. Terese Lynch	Stein family
Best Buy Theater 1	Theater	Overflow room
directions): elevators, restrooms (male, female, family), coat check, water fountains ATM, orient yourself with East Side vs WestSide/Ground Floor vs First Floor - enter the auditorium at the East/Ground doors to review the inside of the auditorium reserved sections and handicapped location - ushers will be at each auditorium door to scan tickets - we are recording the ceremony the lecture; any media questions should be directed to Mark Cohen - East/Ground building entrance (above the parking garage) will be the main entrance for guests; greeters here should direct everyone upstairs unless they need disability seating	Guest Services -	 Doors open at 3pm; all seating is General Admission first, familiarize yourself with Northrop (the bulk of guest questions will be about directions): elevators, restrooms (male, female, family), coat check, water fountains, ATM, orient yourself with East Side vs WestSide/Ground Floor vs First Floor enter the auditorium at the East/Ground doors to review the inside of the auditorium: reserved sections and handicapped location ushers will be at each auditorium door to scan tickets we are recording the ceremony the lecture; any media questions should be directed to Mark Cohen East/Ground building entrance (above the parking garage) will be the main entrance for guests; greeters here should direct everyone upstairs unless they need disability seating most guests arriving early will try to enter the auditorium at the East/Ground doors from your group, determine who will be at each location: building entrances – East/Ground, West/Ground, Memorial Hall (South doors at Northrop stairs) auditorium entrances – East/Ground, West/Ground, West/First Floor, East/First Floor elevators – East/Ground, West/Ground, West/First Floor, East/First Floor disability/elderly early seating at both East/Ground and East/First Floor auditorium doors wheelchair locations are limited to the back of the auditorium; if someone cannot transfer out of a wheelchair then they need to enter the auditorium from the East/First Floor entrance if the wheelchair spots on the main floor are full, there are more on the 2nd and 4th floors alert others on headsets when levels fill so they can direct people upstairs or by elevator Protestors can be outside on sidewalks. Banners and signs are not allowed in the auditorium. If there's a security issue, utilize ASIA security staff. Use your headset for any questions. only bottled water is allowed in the auditorium. Rules of Decorum: No purses, backpack

	doors will close at 4pmOverflow available in Best Buy Theatre or at hallway monitors -@3:45pm - go into Auditorium and help guests find open seat
Cell Phone Monitors 1 2 3 4	During lecture If you see a cell phone out during the lecture, ask the guest to turn it off and put it away If they use it again, notify security to take them out of the auditorium
Microphone Monitors during Q&A 1 2	
Private Reception for MN Judges	Review setup Meet court contact at 5:00pm, Kate has nametags
Reception 1	Review setup Help direct guests to East and West side coat check
CLE Table 1	Staff table during reception
Dinner 1	Review setup Put out place cards

Garrett Howe Luke Johnson Mark Cohen Jon McClanahan Lee

Monica Wittstock

2-4pm Heather Hixson Terese Lynch Deanna Mello David Jensen Hallie Prest Sue Bartolutti Joel Eaton Angela Tanner Ryan Sendelbach Patrick Graybill Elissa Chaffee Lizzy Beghelli Kjerstin Yager Renee Anderson Abigail Loyd Renee Pickerign Jacquelyn Burt

4-6pm
Heather Hixson
Deanna Mello
Emily Jura-Baum
Joel Eaten
Angela Tanner
Beth Soberg
Ryan Sendelbach
Paula Swanson
Delanie Skahen
Renee Pickerign
Jacquelyn Burt



Recommendation

10/03/18

12:02:22

Page -

Quote Date:

10/03/18

Branch 20204

Quote Number:

340966

Customer/Prospect Number

1046112

UNIVERSITY OF MINNESOTA

LAW SCHOOL 229 19TH AVENUE S 474 MONDALE HALL

MINNEAPOLIS MN 55455-0415

Ship To

1046112

UNIVERSITY OF MINNESOTA

LAW SCHOOL 229 19TH AVENUE S 474 MONDALE HALL

MINNEAPOLIS MN 55455-0415

Customer Contact:

Product Ship: 10/16/18

LAURA WALTON

Email: LWALTON@UMN.EDU

Phone Number:

612

624-1885

Rental Begin Date: 10/16/18

Delivery Instr:

Rental Ending Date: 10/16/18

Days Billed:

1 Product Return: 10/17/18

Quantity	Part Number	Replacement Cost Per Unit	Rent. Rate	Extended Price	Rate Description
Quantity	Number			File	Description
35	BC130-U16	325.00	12.00	420.00	Daily Rate
	MOTOROLA BC130 UHF 16CH				
35	HSL-GP300	129.00	3.00	105.00	Daily Rate
	GP300 LIGHT HEADSET-MOTOROLA				
6	SB-BC130	45.00		0.00	Daily Rate
	BATTERY FOR BC130 RADIO				
2	MC-BC130	399.00		0.00	Daily Rate
	MULTI CHARGER-BC130				

Quote valid until

11/15/18

Customer Signature

Confidential and Proprietary

Sub Total Shipping and Handling Tax

525.00 30.00

Estimate

Total

TBD 555.00

Decline BearCom's Loss Protection Option X_

HEATHER NELSON

ST PAUL Office Ext: 20433

Rental Manager

FAX: 651-917-4294

Heather.nelson@bearcom.com

^{*} Should client decline Loss Protection Option, client will be responsible for full value of lost equipment.

^{*} Loss Protection applies only to serialized products and provides a discounted replacement rate for rented serialized products not returned.

^{*} All equipment must be returned by the printed "Product Return" date on the quote or daily rental rates will apply thereafter.

^{*} Terms: Prepay. Net 30 terms upon credit approval. COI or Credit Card securing deposit.

TAB R

Arrive at University of Minnesota Law School

- UMPD Sergeant assigned to Supreme Court security detail is Beth Thomas
- Phone is needed in the Dean's conference room.
- Chief Justice will arrive

Class visit

- There will not be time for the student leaders to meet with the Chief Justice.
- Professor Morrison's Con Law class is scheduled in Mondale 50 which seats 112. His current class enrollment is 67. This would give us about 40 seats to include additional students from your Great Cases class or students leaders.
 - Law School should prepare an announcement for students (ie. No cell phones) and announcement before Chief Justice arrives
 - K-9 sweep not required

Box Lunch with Faculty

- · Chief Justice has food allergies
- Send menu to Katie Byerly
- Send guest list to Katie Byerly

Arrives at Northrop

- UMPD
- Media with cameras or anything large than a shoulder bag will need a K-9 sweep. 7 . 5 % ASIA security to staff Lindahl Founders Room
 - Law School staff member should remain on stage after sweep to monitor.
 - License plate numbers for security officers to UMPD for parking behind Northrop
 - Northrop should hire EMS
- If there is protesting, the <u>designated area</u> will be the South side of the building at Northrop Plaza. Those doors would most likely be locked with an officer placed outside.

Conversation Introductions

- The Chief Justice does not like introductions and would rather use the time to move straight to his remarks.
- Intro should not be more than 1 minute.
 - Ferns will be only décor on stage; Chief Justice is allergic to flowers.
- First row in the audience should be "known persons." Law School to send list to security in advance.
- Hold 20 tickets for the Chief Justice's guests. These seats should be held past 3:45pm.
- Post signage regarding turning off phones, no photos, use prohibited
- If a cell phone is seen, Law School staff should give the first notice and then UMPD will ask them to leave
- If other form of disruption, security detail will be in charge of Chief Justice. It will be Professor Stein's responsibility to read a prepared notice prior to UMPD intervening. This notice should also be included in the welcome text.

Remarks by Chief Justice John G. Roberts, Jr.



PowerPoint presentation will be used (screen is 9x16). Michael Shenkman will arrive at Nothrop at 2pm to setup presentation with Northrop tech (Justin). Michael will remain in the stage wings to advance slides for the Chief Justice.

Conversation with Professor Robert Stein

Law School to provide four glasses and a pitcher of water on stage

Q&A

Sheldon requested that these questions be vetted in advance and asked by you on stage, not asked by students at a microphone.

How to collect questions in advance:

Chief Justice will leave the stage and go to the Star Dressing Room for a break

Private reception with federal judges

- This reception would replace the Monday night dinner. The reception for all guests can still take place in the Northrop Atrium but the Chief Justice would not attend.
- I think the best option would be a reception in the Hubbard Broadcasting Room backstage (where faculty line-up for graduation).
- Guests could start arriving at 5:15pm but the Chief Justice will take a break in his dressing room until 5:30pm.

Law School staff will need to patrol the access to backstage for reception guests.

- If you'd prefer not to do this private reception, we could invite the judges to the dinner as the Lindahl Founders Room seats up to 72.
- Send menu to Katie Byerly
- No selfies
- How should we communicate new schedule to Chief Justice Tunheim?

Dinner

- Dinner guests could arrive as early as 5:15pm (or go to the large reception first) but the Chief Justice would not arrive until 6:30pm. He'd prefer to start dinner as soon as possible when he arrives.
- Law School staff will need to patrol the room access for dinner guests.
- Send menu to Katie Byerly
- Order 7 extra meals for security, police, Michael Shenkman, and Laura Walton
- Send guest list and bios of head table guests to Katie Byerly

Luke - Facebook event says tickets available at 3pm

Eield trip request — Lalms

CLE request - will now be 1 Standard CLE credit

Signer-on stage - Closed apparing
Next weeking: Man, 27th

Jun at Thus Fri, Stemans

Stein Lecture Advance Visit

Tuesday, August 14, 2018

Attendees: Troy Buhta, Craig Caroll, Sheldon Snook, Angela Tanner, Laura Walton

Dinner with federal judges at Nicollet Island Inn

- **US Marshals**
- extra meals

Class visits

- not announced in advance
- bag check
- class lists

Lunch with Faculty and Meeting with Students

- rules of decorum
- bag check
- list of attendees

Northrop

- We'll be using the following rooms:
 - Carlson Family Stage
 - Rehearsal Studio
 - Star Dressing Room?
 - Best Buy Theater
 - Lindahl Founders Room
 - Memorial Hall
- canine sweep what time? Needs to be done by time doors open at 3pm

ASIA Security (24) & Ushers

Who would check for bags, cell phones, will they be present in auditorium throughout event - ask people to put away cell phones?

"Rules of courtroom decorum will be followed. No purses, backpacks, bags, cellphones, cameras, or recording devices will be allowed in the lecture hall. These items must be checked at coat check."

Disruption: who asks them to leave, what is my role?

- Small clutch purses allowed? Phones ok if turned off?
- Ushers will staff bag check
- O Ushers will stand outside doors?
- o Should ASIA stay for the reception?
- # of police officers assigned and where will they be Northrop has us hire 3 to do traffic
- press will have a check in table
- Conversation does security need to be on stage
- Late seating will be allowed in balconies

Arrange another walk through for Monday, October 15? Do protests or otherwise happen at his other events?

Where would the designated area be?

Side Klarz See Northrop meeting agenda from 10/10

Map of Northrop

Screen resdorin ?

Reception

would Justice attend?

Dinner

extra meals



wd: Stein Lecture

Jon McClanahan Lee <jonmc@umn.edu>
To: Laura Walton <lwalton@umn.edu>

Wed, Oct 10, 2018 at 1:32 PM

Laura.

Below are the draft statements to the media and that may be included in Garry's opening. It probably would make sense for us to discuss the course of conduct were there to be a protest that materialized during the lecture; Garry has some ideas about how the response would go but doesn't have a strong view (and would defer to Bob) on whether that should come from Bob or him. Would you have time for us to chat about it briefly?

----- Forwarded message ------

From: Garry Jenkins <gjenkins@umn.edu>

Date: Wed, Oct 10, 2018 at 1:29 PM

Subject: Re: Stein Lecture

To: Jon Mcclanahan <jonmc@umn.edu>

Draft Statement to Media (if necessary):

We whole-heartedly endorse the right of students and other community members to make their voices heard on issues of public concern, so long as this is done with respect for the safety and rights of other students. We also appreciate Chief Justice Roberts' willingness to participate in this educational lecture series and share his perspective on an institution about which many have passionate views. Exposing our students to the insights of key government officials and policymakers is an essential part of our core academic mission here at the Law School.

Statement to be included in my introductory comments:

[I'm sure you all saw the protests outside. As we begin our lecture, I hope everyone inside the auditorium will be mindful that while we understand and endorse the right of students and other community members to make their voices heard on issues of public concern, it should be done in a way that does not interfere with the rights of other students to benefit from educational opportunities. Exposing our students to the insights of key government officials and policymakers is an essential part of our core academic mission here at the Law School.]

Garry W. Jenkins
Dean & William S. Pattee Professor of Law
University of Minnesota Law School
gjenkins@umn.edu | t. 612-625-4841 | law.umn.edu

Schedule for Chief Justice John G. Roberts, Jr. visit to the University of Minnesota Law School October 15-17, 2018

Monday, October 15, 2018

Travel Day

Tuesday, October 16, 2018

10:45 am Arrives University of Minnesota Law School Dean's Suite, Mondale Hall, Room 385

11:15 am – 12:00 pm Class Visit Mondale Hall, Room 50

12:00 pm – 12:15 pm Break Dean's Suite, Mondale Hall, Room 385

12:15 pm – 1:15 pm

Box Lunch with Faculty

Lindquist & Vennum Conference Room, Mondale Hall, Room 385

1:15 pm Departs University of Minnesota Law School

3:45 pm Arrives Northrop Auditorium/Speakers Briefing Star Room (Chief Justice to receive lapel mic, etc.)

4:00 pm – 4:01 pm Conversation Introductions

4:01 pm – 4:10 pm Remarks by Chief Justice John G. Roberts, Jr.

4:10 pm – 5:00 pm Conversation with Professor Robert Stein

5:00 pm – 5:15 pm Q & A (Questions read by Professor Stein)

Tuesday, October 16, 2018 (continued)

5:30 pm – 6:15 pm Private Reception with Federal judges Northrop Rehearsal Room

6:30 pm Dinner Lindahl Founders Room

8:15 pm Departs Event

Wednesday, October 17, 2018

Travel Day

Schedule for Chief Justice John G. Roberts, Jr. visit to the University of Minnesota Law School October 15-17, 2018

Monday, October 15, 2018

Travel Day

Tuesday, October 16, 2018

10:30 am

Arrives University of Minnesota Law School 11:15 students brief - nocell all in classroom students

11:00 am - 12:00 pm

Class visit

12:00 pm - 12:15 pm - phone call

Break —

12:15 pm - 1:15 pm

Box Lunch with Faculty, LVCR

1:30 pm

Departs University of Minnesota Law School

3:45 pm

Arrives Northrop Auditorium/Speakers Briefing (Chief Justice to receive lapel mic, etc.)

4:00 pm - 4:01 pm

Conversation Introductions

4:01 pm - 4:10 pm

Remarks by Chief Justice John G. Roberts, Jr.

4:10 pm - 5:00 pm

Conversation with Professor Robert Stein

5:00 pm - 5:15 pm

Q & A with students, vet questions

5:30 pm - 6:15 pm

Private Reception including Federal judges, Lindahl Founders Room

Nothing-plak nums & M

Tuesday, October 16, 2018 (continued)

6:45 pm Dinner, Lindahl Founders Room or different location

8:15 pm Departs Event

Wednesday, October 17, 2018

Travel Day



SUPREME COURT OF THE UNITED STATES PROTECTION DETAIL OF THE CHIEF JUSTICE

CRAIG R. CARROLL SPECIAL AGENT

ONE FIRST STREET, N. E. WASHINGTON, DC 20543 ccarroll@supremecourt.gov

OFFICE: 202-479-2993 FAX: 202-479-2993



SHELDON L. SNOOK

SPECIAL ASSISTANT

OFFICE OF THE COUNSELOR

TO THE CHIEF JUSTICE

ROOM FIVE SUPREME COURT OF THE UNITED STATES WASHINGTON, D.C. 20543 (202) 479-3374 (202) 479-3484 (FAX) ssnook@supremecourt.gov - locked mic - Justin Date Page forns-ob-noflowers Date The Sent of Linda Mapha 0.30 pm dinne 5:45-6:15 Judges Lindelle that it names for all recepts Fresh list for house Page

Date 1 stein + Page

Meeting with Craig Carroll and Sheldon Snook August 14, 2018 Angie's Notes (in order of discussion)

- 1. Monday dinner with federal judges is scrapped
- 2. Only one room/time for meeting with students. To include both classes (Con Law and Great Cases) and student leaders group. Mondale Hall room 50
- 3. Conversation introduction of Chief Justice should be very brief (one minute). Bob to introduce?
- 4. K-9 sweep of multiple rooms at Northrop, starting at 2:00 p.m. on Oct. 16
- 5. Azia security to stay at Founders room post K-9 sweep (dinner location)
- 6. Law school staff to man doors at Founders Room and Rehearsal Room (reception spaces)
- 7. Assigned UMNPD Sergeant: Beth Thomas
- 8. Bob to vet and ask all student/audience questions
- 9. Chief Justice's assistant, Katie, to provide food allergy information. Chief Justice has allergy to a lot of smells- NO flowers or strong smelling gifts/odors anywhere he will be. Ferns on stage.
- 10. PowerPoint presentation planned. Michael to advance slides for the Chief Justice. Michael to run through PPT at 2 p.m. on Oct. 16 (before press arrives)
- 11. Phone needed in conference room in dean's suite
- 12. Four glasses and pitcher of water needed for stage
- 13. 1st row of auditorium should be reserved for "known persons." Known persons list needed in advance.
- 14. 20 seats (tickets) should be reserved for the Chief Justice's guests. Be sure to hold, even past ticket release time.
- 15. 6 extra meals for security and police outside of Founders Room dinner
- 16. Craig and Sheldon request in advance:
 - a. "Known persons" auditorium front-row guest list
 - b. Guest lists to the two receptions
 - c. Bios of dinner guests
 - d. Bios of faculty lunch guests

Class visit
- prepare annoncent for students, no cell phones, etc.

Dean's conf room - phone?
- water
- coffee
- keyeards - freight elevator

Questions - how to collect

license place #s to UMPD for behind Northup

TAB S



arking Reservation

1 message

parking@umn.edu <parking@umn.edu>

To: lwalton@umn.edu

Wed, Oct 10, 2018 at 4:08 PM

Reservation Addition Confirmation

Department

LAW SCHOOL

Contact Person: Laura Walton

Telephone:

+1 612-624-1885

E-Mail Address: |walton@umn.edu

Function:

2018 Stein Lecture

Attendees:

Wivell, Alan

(Optional)

Geston, Doug

Date: Tue 10/16/18

Number of Vehicles: 3

Facility: CHURCH STREET GARAGE

Arrival Time: 01:00 PM

Departure Time:06:30 PM

Estimated Charges: \$30.77

Fund:

1701

DeptID:

10806

Account:

720609

Program:

20237

Business Unit:

Project Id: Activity:

Chart 1:

UMF0009060

Chart 2:

EmplID:

Budget:

If there are corrections or changes to any of the reservation information above, please log in and edit your reservation at http://www.pts.umn.edu/forms/reserveform. Please remember: changes must be made by the original person making the reservation and all changes must be completed by noon at least one business day prior to the reservation date.

NEW: View your monthly departmental bills from Parking and Transportation Services online at http://www.eStatement.umn.edu. Paper statements will be discontinued as of March 31, 2005.

TERMS AND CONDITIONS:

- A parking space will be held for a maximum of one hour after the scheduled arrival time.
- Reservation parking does not allow in-and-out privileges.
- An administrative fee of \$1.00 per space reserved will be charged in addition to the facility fee.
- Billing will be based on the number of reservations. This fee will be adjusted if the actual number of vehicles parked exceeds the reservation.
- Parking and Transportation Services is not responsible for any abuse, misuse, or fraudulent charges to the reservation system. Please keep your reservation confidential and inform only the individuals intending to park under the reservation.
- Rates are subject to change annually on July 1. Current rate information may be obtained online at http://www.pts.umn.edu/park/parkingrates.

TAB T

CLE SIGN-IN EVENT #263085

THE 2018 STEIN LECTURE:

JOHN G. ROBERTS, JR., CHIEF

JUSTICE OF THE UNITED STATES

OCTOBER 16, 2018

The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States Tuesday, October 16, 2018 Carlson Family Stage, Northrop Event Code #263085

1.25 Standard CLE credits have been approved

Name	Email Address
	¥

Minnesota Board of Continuing Legal Education



Your last visit was Mon 08/20/2018 11:29 AM CDT

Confirmation

Please keep a record of your Confirmation Number, or print this page for your records.

Confirmation Number CLECLE000026046

Payment Details

Description MN Board Of Continuing Legal Education Course Accreditation Application Fees http://www.mbcle.state.mn.us

Payment Amount \$21.50

Payment Date 09/12/2018

Status PROCESSED

Payment Method

Account Nickname PCard

Payer Name Laura Walton

Card Number

Card Type

Approval Code 095153

Confirmation Email Iwalton@umn.edu

Billing Address

Address 1 229 19th Ave S

City Minneapolis

State MN

Zip Code 55455

Stein Lecture

1701-10806-20237 UMF 0009060 Jan Frak

Event Title:

The 2018 Stein Lecture: John G. Roberts, Jr., Chief Justice of the United States

Event Date:

Tuesday, October 16, 2018

Event Time:

4:00 PM - 5:15 PM (1.25 Standard CLE credits requested)

Event Location:

Northrop, Carlson Family Stage University of Minnesota 84 Church St SE Minneapolis, MN 55455

Description:

particularly, the role of the clinifed States.
elivered by Chief Justice of the Clinifed States. The 2018 Stein Lecture will be delivered by Chief Justice John G. Roberts, Jr. on October 16, 2018 at 4:00 p.m. in Northrop on the East Bank of the University of Minnesota, Minneapolis campus. Chief Justice Roberts and Professor Robert A. Stein will discuss the work of the Supreme Court, including the recent term with only eight Justices, the diversity (or lack thereof) in the Justices on the Court, and the collegiality of the Justices. Following his Conversation with Professor Stein, Chief Justice Roberts will answer questions from the audience.

Professor Robert A. Stein, dean of the University of Minnesota Law School for 15 years, and former chief operating officer of the American Bar Association, endowed this lecture series to enrich the program of the Law School by inviting leaders of the bench and bar and of the governments of the United States and other nations to deliver an annual lecture on a topic of national or international interest.

Speaker Biographies:

John G. Roberts, Jr., Chief Justice of the United States, was born in Buffalo, New York, January 27, 1955. He married Jane Marie Sullivan in 1996 and they have two children -Josephine and Jack. He received an A.B. from Harvard College in 1976 and a J.D. from Harvard Law School in 1979. He served as a law clerk for Judge Henry J. Friendly of the United States Court of Appeals for the Second Circuit from 1979-1980 and as a law clerk for then-Associate Justice William H. Rehnquist of the Supreme Court of the United States during the 1980 Term.

He was Special Assistant to the Attorney General, U.S. Department of Justice from 1981-1982, Associate Counsel to President Ronald Reagan, White House Counsel's Office from 1982-1986, and Principal Deputy Solicitor General, U.S. Department of Justice from 1989–1993. From 1986-1989 and 1993-2003, he practiced law in Washington, D.C. He was appointed to the United States Court of Appeals for the District of Columbia Circuit in 2003. President George W. Bush nominated him as Chief Justice of the United States, and he took his seat September 29, 2005.

Professor Robert A. Stein rejoined the faculty as Everett Fraser Professor of Law in the fall of 2006. He teaches a Seminar on the Rule of Law, a course on the Great Cases that have Shaped the Nation, a course on Estate Planning, and a Seminar on Estate Planning and Drafting.

Previously, from 1994 to 2006, Professor Stein was the Executive Director and Chief Operating Officer of the American Bar Association (ABA). He was responsible for management of the world's largest professional membership association, with more than 400,000 members and a 900-person staff at the ABA's headquarters in Chicago and in its Washington, D.C., office.

Prior to that, Professor Stein was Dean of the Law School from 1979 to 1994 and was the first William S. Pattee Professor of Law from 1990 until 1994. Before becoming Dean of the Law School, Professor Stein was Vice President for Administration and Planning of the University from 1977 to 1979. Professor Stein joined the faculty of the Law School in 1964.

Professor Stein was a visiting professor at the University of Chicago Law School in 1975-76 and UCLA Law School in 1969-70. He was a visiting scholar at the American Bar Foundation in 1975-77. He also served as the University's representative to the NCAA, the Big Ten, and the WCHA. He continued to be involved with the NCAA even after leaving the University in 1994, serving on the NCAA's Division I Infraction Appeals Committee.

Professor Stein is Of Counsel to the law firm of Gray Plant Mooty. He is a Commissioner from Minnesota to the Uniform Law Commission, and was president of the National Conference from 2009-11. He has been a member of the Council of the American Law Institute for more than 25 years, and served on its Executive Committee and as an advisor to several of the Institute's Restatements.

Professor Stein is a nationally recognized authority in the areas of estate planning, trusts, and probate law. He is an Academic Fellow of the American College of Trust and Estate Counsel, and an Academician in the International Academy of Estate and Trust Law. He is also a Fellow in the American College of Tax Law.

Professor Stein holds leadership positions in numerous organizations. He is Co-Chair of the International Bar Association Rule of Law Action Group and previously served as Chair of the London-based IBA's Professional and Public Interest Division. He is a member of the Board of Directors of the American Friends of Uppsala University; he is a delegate in the American Bar Association's policy-making House of Delegates; and, he has been Co-Chair of the Minnesota Fellows of the American Bar Foundation. He is Past President of the University of Minnesota Alumni Association and served as a charter member of the Minnesota Law Review Advisory Board.

TAB U



2117 West River Road N. Minneapolis, MN 55411 | 612.331.3938 | catering@surdyks.com

EVENT ORDER

Roberts Lecture Star Dressing Room Drop Off

Tuesday, October 16, 2018 at Northrop Dressing Rooms

Prepared for U Of M Law School 229 19th Ave S | Minneapolis, MN 55455

Laura Walton (612) 624-1885 | Iwalton@umn.edu

Surdyk's Catering Rep: Michelle Rash

Description	Start	End	Guests	Eve	nt Space	
Drop off Delivery	3:30 pm	4:00 pm	8 (Pln)	Star Roo	Dressing m	
Site Name	Site	Address		2		
Northrop Dressing Room	s 84 Cl 5545		Minneapolis, MN			
Food/Service Items						
Food/Service Items				Price	Qty	Tota
PLATTERS						
All Disposable Platters and L	ids are Recyclab.	le.				
Cheese Tray, 8-12				75.00	1	75.0
Surdyk's Cheese Trays are v textures, milk types, colors,						
BEVERAGES						
tea securit lestos retrotates o contr	oz.			2.00	4	8.00
Dasani Bottled Water, 20	l oz.			2.00	4	
BEVERAGES Dasani Bottled Water, 20 Coke, 12 oz. Can Diet Coke, 12 oz. Can	OZ.					8.00 4.00 4.00

Diet Coke, 12 oz. Can				
Sprite, 12 oz. Can Sprite, 12 oz. Can	2.00	2	4.00	
MISCELLANEOUS INFORMATION				
Disposables Package Priced per person. Compostable items to suit your menu - may include plates, forks, knives, tumbler	1.50 s, etc.	8	12.00	
Delivery	30.00	1	30.00	

Subtotal	137.00 Paid	0.00	Pay Method	Card Number
Tax (8.025%)	8.99 Balance	165.25	Card Type	Expires
Serv Chg (18%	19.26		Card Holder	
Total Value	165.25		Signature	

Client Signature

Date

Thank you for your interest in Surdyk's Catering! We look forward to working with you.

Please note the following policies:

Cancellation - Drop Off Orders

In the event of a cancellation less than one week in advance, 50% of the order is refundable. Orders canceled less than 48 hours in advance are not eligible for a refund.

Cancellation - Serviced Events

Deposits are non-refundable. In the event of a cancellation less than 3 weeks in advance, entire payment is non-refundable. If final payment has not been submitted at this point, client will be invoiced for balance.

Late Change Fee - Serviced Events

A fee of \$150 will be applied to all serviced events with changes or increases [that we are able to accommodate] less than 3 days before the event.

If you have any questions about your order, please contact us at **612.331.3938** or at **catering@surdyks.com**



2117 West River Road N. Minneapolis, MN 55411 | 612.331.3938 | catering@surdyks.com

EVENT ORDER

Roberts Lecture Star Dressing Room Drop Off

Tuesday, October 16, 2018 at Northrop Dressing Rooms

Prepared for U Of M Law School 229 19th Ave S | Minneapolis, MN 55455

Laura Walton (612) 624-1885 | Iwalton@umn.edu

Surdyk's Catering Rep: Michelle Rash

<u>Venue</u> Description	Start	End	Guests	Eve	nt Space	
Drop off Delivery	3:30 pm	4:00 pm	8 (Pln)	Star Roo	Dressing m	
Site Name	Site	Address				
Northrop Dressing Rooms	84 C 5545		Minneapolis, MN			
Food/Service Items				1000 0	70 <u>1</u> 111	
Food/Service Items				Price	Qty	Tota
PLATTERS						
All Disposable Platters and Lids	s are Recyclal	ble.				
Cheese Tray, 8-12				75.00	1	75.00
Surdyk's Cheese Trays are wor textures, milk types, colors, an						
BEVERAGES						
Dasani Bottled Water, 20 o	Z.			2.00	4	8.00
Coke, 12 oz. Can				2.00	2	4.00
Diet Coke, 12 oz. Can				2.00	2	4.00
26/2018 - 3:30:08 PM						Page 1

Diet Coke, 12 oz. Can			
Sprite, 12 oz. Can Sprite, 12 oz. Can	2.00	2	4.00
MISCELLANEOUS INFORMATION			
Disposables Package Priced per person. Compostable items to suit your menu - may include plates, forks, knives, tum	1.50 oblers, etc.	8	12.00
Delivery	30.00	1	30.00

Subtotal	137.00 Paid	0.00	Pay Method	Card Number	
Tax (8.025%)	8.99 Balance	165.25	Card Type	Expires	
Serv Chg (18%	19.26		Card Holder		
Total Value	165.25	ファフ	Signature		

Client Signature	Date

. .

Thank you for your interest in Surdyk's Catering! We look forward to working with you.

Please note the following policies:

Cancellation - Drop Off Orders

In the event of a cancellation less than one week in advance, 50% of the order is refundable. Orders canceled less than 48 hours in advance are not eligible for a refund.

Cancellation - Serviced Events

Deposits are non-refundable. In the event of a cancellation less than 3 weeks in advance, entire payment is non-refundable. If final payment has not been submitted at this point, client will be invoiced for balance.

Late Change Fee - Serviced Events

A fee of \$150 will be applied to all serviced events with changes or increases [that we are able to accommodate] less than 3 days before the event.

If you have any questions about your order, please contact us at **612.331.3938** or at **catering@surdyks.com**



Your Request an Appearance from President Kaler Submission

1 message

noreply-survey@umn.edu <noreply-survey@umn.edu>

Reply-To: trigger@qemailserver.com

To: lwalton@umn.edu

Wed, Feb 21, 2018 at 12:43 PM

Recipient Data:

Time Finished: 2018-02-21 12:43:34 CST

IP: 134.84.11.111

ResponseID: R_1dpmkHA0jYNMAZx Link to View Results: Click Here

URL to View Results: https://umn.qualtrics.com/CP/Report.php?SID=SV_difjWHQk4fjdvAF&R=R_1dpmkHA0jYNMAZx

Response Summary:

Name:

Laura Walton

Email Address:

lwalton@umn.edu

Daytime Phone Number:

612-624-1885

Sponsoring Organization:

Law School

Name of Event:

A Conversation between Chief Justice John G. Roberts Jr and Professor Robert A. Stein

Event Location:

Venue Name: Northrop Auditorium

Address: 84 Church St SE

City: Minneapolis

State: MN

Zip Code: 55455

Date of Event:

10/16/2018

Event Times:

Start Time: 4pm End Time: 6pm

President Kaler's Expected Attendance:

Start Time: 3:30pm End Time: 8pm

Description of Event:

The Conversation will take place on the Carlson Family Stage from 4-5:30/6pm followed by a reception for attendees in the Northrop Atrium. A select group of approximately 40 guests will also join Chief Justice Roberts and Professor Stein in the Lindahl Founders Room from 6:30-8pm for dinner.

Estimated Attendance:

2700

List VIPs expected to attend (one per line):

Not available at this time

List press/media expected to attend (one per line):

Not available at this time

Will there be other speakers?

Yes

List speakers in order (one per line):

Professor Robert A. Stein

Chief Justice John G. Roberts Jr.

Remarks/Participation Requested of President Kaler:

Welcoming remarks (3-5 minutes)

Suggested Topics for Remarks:

President Kaler will offer a welcome to campus and to the annual Stein Lecture. Professor Stein will follow with an introduction of Chief Justice Roberts.

Professor Robert A. Stein, class of 1961, dean of the Law School for 15 years, and former chief operating officer of the American Bar Association, generously endowed this lecture series to enrich the program of the Law School by inviting leaders of the bench and bar and of the governments of the United States and other nations to deliver an annual lecture on a topic of national or international interest.

Audio/Visual Equipment Available:

Podium and microphone.



X Supposite and Maria

2117 West River Road N. Minneapolis, MN 55411 | 612.331.3938 | catering@surdyks.com

EVENT ORDER

Roberts Lecture Star Dressing Room Drop Off Tuesday, October 16, 2018 at Northrop Dressing Rooms

Prepared for U Of M Law School 229 19th Ave S | Minneapolis, MN 55455

Laura Walton (612) 624-1885 | lwalton@umn.edu

Surdyk's Catering Rep: Michelle Rash

Description	Start	End	Guests	Eve	nt Space	
Drop off Delivery	3:30 pm	4:00 pm	4 (Pln)		Dressing	
Site Name	Site	Address		120 120 1		
Northrop Dressing Rooms	84 C 5545		Minneapolis, MN			
Food/Service Items						
Food/Service Items				Price	Qty	Total
PLATTERS						
		1-				
. — —	are Recyclat	ole.				
All Disposable Platters and Lids	are Recyclat	ole.		75.00	1	75.00
All Disposable Platters and Lids Cheese Tray, 8-12 Surdyk's Cheese Trays are wor	ks of art. We	select your cl	neeses at their peak eeses with nuts, crac	of ripeness an	d flavor, com	bining
All Disposable Platters and Lids Cheese Tray, 8-12 Surdyk's Cheese Trays are wor textures, milk types, colors, an	ks of art. We	select your cl	neeses at their peak eeses with nuts, crad	of ripeness an	d flavor, com	bining
All Disposable Platters and Lids Cheese Tray, 8-12 Surdyk's Cheese Trays are wor textures, milk types, colors, an BEVERAGES	ks of art. We d shapes. We	select your cl	neeses at their peak eeses with nuts, crac	of ripeness an	d flavor, com	75.00 abining G 8.00
All Disposable Platters and Lids Cheese Tray, 8-12 Surdyk's Cheese Trays are wor textures, milk types, colors, an BEVERAGES Dasani Bottled Water, 20 o Assorted Sodas, 12 oz. Can	ks of art. We d shapes. We	select your cl	neeses at their peak eeses with nuts, crac	of ripeness an ckers, fruit, an	d flavor, com d breads. VE	nbining G

E05491 - U Of M Law School

1.50

6.00

Disposables Package

Priced per person.

Compostable items to suit your menu - may include plates, forks, knives, tumblers, etc.

Delivery

30.00

1

30.00

Subtotal	127.00 Paid	0.00	Pay Method	Card Number
Tax (8.025%)	8.62 Balance	153.08	Card Type	Expires
Serv Chg (18%	17.46		Card Holder	
Total Value	153.08		Signature	

Client Signature

Date

Thank you for your interest in Surdyk's Catering! We look forward to working with you.

Please note the following policies:

Cancellation - Drop Off Orders

In the event of a cancellation less than one week in advance, 50% of the order is refundable. Orders canceled less than 48 hours in advance are not eligible for a refund.

Cancellation - Serviced Events

Deposits are non-refundable. In the event of a cancellation less than 3 weeks in advance, entire payment is non-refundable. If final payment has not been submitted at this point, client will be invoiced for balance.

Late Change Fee - Serviced Events

A fee of \$150 will be applied to all serviced events with changes or increases [that we are able to accommodate] less than 3 days before the event.

If you have any questions about your order, please contact us at **612.331.3938** or at **catering@surdyks.com**

TAB V

Media Credentialing Requests

Event: Oct. 16 Stein Lecture with Chief Justice John Roberts

Request Date: As of Oct. 12, 2018

Associated Press

- Steve Karnowski, Reporter, 612-332-2727, skarnowski@ap.org
- Photographer --- TBD

C-SPAN

Contact: Lee Houghtaling, production manager, lee@rumjungle.com

Sending:

Caméra: Kyle Gallagher 612-865-3387Audio: Sam McClure 952-356-6076

Assist: Sam Deas

Fox 9 (Local TV)

Contact: Ryan Rablin, Fox 9 Executive Producer, 952-995-1905, Ryan.Rablin@foxtv.com

Sending:

- Reporter Adebisi Onile-Ere
- Photographer, Joshua Grenier

KARE-11 (Local TV)

Contact: Rita Hathaway, managing editor, KARE11, rhathaway@kare11.com

Sending crew:

- Kent Erdahl
- George Marincel

KSTP (Local TV)

Contact: Daren Sukhram, Assignment Manager, 651.642.4443, dsukhram@kstp.com

Sending:

- Katherine Johnson, reporter
- Dave Peterson, photographer

Minnesota Daily (University of Minnesota Student Newspaper)

Minnesota Law (University of Minnesota Law School Alumni Magazine)

- Reporter: Todd Melby, todd.melby@gmail.com
- Photographer: Jayme Halbritter, jayme@jaymehalbritter.com

Minnesota Lawyer (Local Legal Newspaper)

Barbara Jones, Minnesota Lawyer, 612-584-1543, bjones@minnlawyer.com --

MPR (Minnesota Public radio)

- Matt Sepic, <u>msepic@mpr.org</u>, 612-234-2884
- Photographer: Ellen Schmidt, ellschmidtphoto@gmail.com

Pioneer Press (Local Newspaper)

- Josh Verges, education reporter, 651-228-2171, cell: 763-203-1234, jverges@pioneerpress.com
- Photographer: TBD

Star Tribune (Local Newspaper)

- Rochelle Olson, reporter, Rochelle.Olson@startribune.com
- Photographer, TBD

Wall Street Journal

• Brent Kendall, Supreme Court Correspondent, brent.kendall@wsj.com

Washington Post

Robert Barnes, Supreme Court correspondent, The Washington Post,
 Robert.Barnes@washpost.com; 202 334-5633 office; 202 302-3686 cell @scotusreporter

WCCO Radio (Local Station)

• Roshini Rajkumar -- roshini@roshinigroup.com



Jedia for Stein Event

Mark Cohen <mcohen@umn.edu>

Wed, Oct 10, 2018 at 3:49 PM

To: Laura Walton lwalton@umn.edu, Robert Stein stein@umn.edu Cc: Communications U of M Law School stein@umn.edu>

Hi Bob and Laura --

Just as an FYI -- these are the outlets that have told us they plan to be at the Stein Lecture event. As the Supreme Court requested, we have sent a reminder of all the applicable coverage rules for the event. A few of the outlets have not given me all the names of the folks they plan to send yet, so I will wait until the end of the week to send the attending media list over to SCOTUS. Here are the outlets that have requested media credentialing to date:

- · Associated Press
- C-SPAN
- FOX 9
- KARE-11
- KSTP-TV 5
- · Minnesota Daily
- Minnesota Lawyer
- · MPR (Minnesota Public Radio)
- Pioneer Press
- Star Tribune
- · Wall Street Journal
- Washington Post
- WCCO

In addition, we have a freelance writer (Todd Melby) and photographer (Jayme Halbritter) covering the event for the Law School website and alumni magazine.

Best,

-Mark

Mark A. Cohen | Director of Communications University of Minnesota Law School 421 Walter F. Mondale Hall | 229 19th Avenue South | Minneapolis, MN 55455 612-625-6691 www.law.umn.edu









TAB W



-edEx -- Court Address

1 message

Katie Byerly kbyerly@supremecourt.gov
To: Laura Walton kbyerly@supremecourt.gov
To: Laura Walton kbyerly@supremecourt.gov

Tue, Oct 16, 2018 at 1:09 PM

Hi Laura -

Hope you're hanging in there! I heard the trip is going great @

Regarding the Chief Justice's gift, would you mind sending it via FedEx to the Supreme Court marked for my attention?

Attn: Katie Byerly

The best mailing address for FedEx is the following:

Supreme Court of the United States

5 apromo 6 5 art 0, the 6 miles 5 miles

Washington, D.C. 20543

1 First Street NE

Additionally, when convenient, would you also mind e-mailing me with the estimated value and description of the gift? Thank you! Should you have any questions or concerns, please do not hesitate to reach out.

Best,

Katie



Welcome Basket items

+ Basket

chocolate chip cookies

blondies

trail mix

nuts

cheese and crackers

water

classic (red can) coca-cola

and ginger ale



Order #24661 confirmed

. aribault Mill <customerservice@faribaultmill.com> To: lwalton@umn.edu Tue, Oct 2, 2018 at 6:12 PM



MY ACCOUNT

BLANKETS

THROWS

SCARVES

ACCESSORIES A

APPAREI.

SALE

Thank you for placing your order with Faribault Mill!

This email is to confirm your recent order.

Date 10/02/2018

Shipping address

Laura Walton 229 19th Ave South, Room 285 Minneapolis Minnesota 55455 United States

Billing address

Laura Walton 229 19th Ave South, Room 285 Minneapolis Minnesota 55455 United States



1x 1776 Flag Wool Throw - Betsy Ross - Throw 50"x72" / 1776 Flag for \$200.00 each

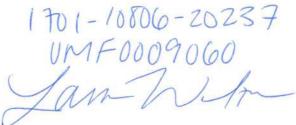
Subtotal : \$200.00 USD State Tax : \$13.75 USD

Shipping: \$0.00 USD

Total: \$213.75 USD

We do our best to accommodate changes or corrections to orders, however it is not always possible to intercept an order already in process. Please email or call within 30 minutes of placing an order during customer service hours of 10 am to 5 pm Monday through Saturday (CST) and we will do our best to assist you.







1500 NW 2ND AVENUE FARIBAULT, MN 55021

RETURN MERCHANDISE

OUR GUARANTEE

Producing goods of the finest quality in material and workmanship has been the cornerstone of our company since 1865. If you are not completely satisfied with your purchase, we will gladly accept the return of merchandise within 30 days. Merchandise must be in new and unused condition and this return merchandise form must be filled out completely with a return reason code. Refunds will be made back to the original form of payment.

RETURN INSTRUCTIONS

- 1. Fill out this Return Merchandise form including the return reason code and include it with your return merchandise package.
- 2. You MUST select a return reason code below and leave comments where applicable. We will not be able to issue a refund if a return code is not listed.
- 3. Use the peel off return shipping label included with your merchandise. No postage necessary. The return shipping fee of \$10 will be deducted from your total refund.
- 4. Within 30 days of purchase give your return package to your UPS™ driver or drop it at any UPS™ Store, outlet or drop box. (To find the nearest UPS™ location, visit www.ups.com/dropoff.) Please record the return tracking number for your records and to track your shipment at www.UPS.com.
- See www.faribaultmill.com for the full return/refund policy or call Customer Service at 1.507.412.5484 for gift exchange instructions

SALE, CLEARANCE, AND CUSTOM ITEMS ARE FINAL SALE, AND NOT AVAILABLE FOR RETURN OR REFUND

OF	ORIGINAL ORDER 'Ship To' Name:		PACKING S	LIP NUMBER	DOCUMENT DATE		
	FIRST:		(Original Or	der Number)	(Original Order Date)		
	LAST:						
	PHONE NUMBE	R:					
RETUR	RN REASON CODE	QUANTITY	ITEM NUMBER (SKU)	ITEM DESCRIPTIO	N		
Examp	ole: WI	1	09615	Cabin Stripe Wool	Blanket Gray/Blue/Red Queen		
			•				
			*				
			DETURN BEASON OF	DDES (MUST SELECT ONE):			
			RETURN REASON CO	T T T T T T T T T T T T T T T T T T T			
CODE	DESCRIPTION			COMMENTS	·*		
WI	Wrong Item Shipp	oed					
СМ	Changed Mind/Die	dn't like item. Ple	ase comment.				
RG	Returned Gift						
ОН	Other. Please com	ment.			<i>E</i>		





Bill To: Internet Sales

Customer Service: 507.412.5484

Packing Slip: ORD0060256
Document Date: 10/2/2018
Payment Terms: Credit Card

PO: S24661 Page: 1/2

Ship To: Laura Walton

Laura

229 19th Ave South Minneapolis MN 55455

	Customer ID Salespe		Salesperson ID	Shipping Method	Req Ship Date	FOB
	INTE0001			UPS	10/2/2018	Faribault
Ordered	Shipped	Back Order	Item Number	Description		<u>UOM</u>
1.0	1.0	0.0	07017	1776 Flag Wool Throw - Betsy Ross - T	hrow 50"x72"	Each

TAB X

TAB Y

TAB Z

FREE Same Day Pickup

Walton, Laura (612)624-1885

425130

1HR - 22 4x6 Internet Print

10/24/18 02:13 PM Leslie

Store #15272 Order #9945101321489

PICKUP TIME: 10/24/18 02:40 PM

4 9 0 0 1 4 2 5 1 3 0

Pay this amount plus tax and/or shipping (not included) in the store.

Amount Due: \$7.26

INTERNET