Message

From: Parker, Robert [Parker.Robert@epa.gov]
Sent: 3/24/2015 10:18:34 PM
To: Peterson, Cynthia [Peterson.Cynthia@epa.gov]
CC: Chalfant, Mark [Chalfant.Mark@epa.gov]; Wardell, Christopher [Wardell.Christopher@epa.gov]; Cooper, William [Cooper.William@epa.gov]
Subject: RE: CFAC Public Notice info

I called Connie this afternoon and asked if we could move the ad to Friday's paper instead of Thursday's. We won't have the documents to the local Info Repository until Friday since we need to wait until the FR notice comes out on Thursday. We'll overnight the DVDs with the documents to the library so they're there Friday morning.

Connie was alright with me sending the ad to her by midday tomorrow.

Thanks,
Rob

From: Peterson, Cynthia
Sent: Thursday, March 19, 2015 11:24 AM
To: Parker, Robert
Cc: Chalfant, Mark; Wardell, Christopher; Cooper, William
Subject: CFAC Public Notice info

Hi, Rob

As we just discussed, since Chris, Libby and I are all going to be out of the office next Monday and Tuesday, here is the information you will need to submit the CFAC public notice to the Daily Inter Lake. She will need the ad copy on March 24 for placement in the March 26 edition. My fingers are crossed that we have the FR notice by then!

The Hungry Horse News and the Flathead Beacon are both weekly newspapers and are published on Wednesdays, so the Daily Inter Lake will be the one paper we are using.

Attached is the draft PN. Please do a final review for any typos and fill in the highlighted blanks when you get the FR notice. You will then need to save it as a PDF to send to the paper. She will resize if for the dimensions we have selected from the PDF.

Please send both the Word document and the PDF to Connie McCubbins at cmccubbins@dailyinterlake.com. She can be reached at 406-758-4422 or 406-250-5904 (cell) if you have any questions. In your email to her, please ask her to send you a proof copy of the ad for your review and approval as well as a tear sheet for our records.

I have already told Connie this, but in your email, please confirm that we are wanting to place the ad in the March 26 edition of the paper. We would like the ad to be 24" (3 x 8) with dimensions of 5.069" wide x 8" tall.

She is saving a space in the paper for us, so if we don't have the FR notice by COB on Tuesday, could you contact her and let her know we will be late? She may still be able to get it in on Thursday, if we can get the information to early Wednesday.

The procurement request has been processed, and Connie is OK with Chris making the payment on Wednesday.

Whew! Any questions –just let me know. Thanks for helping out with this!

Cynthia Peterson
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