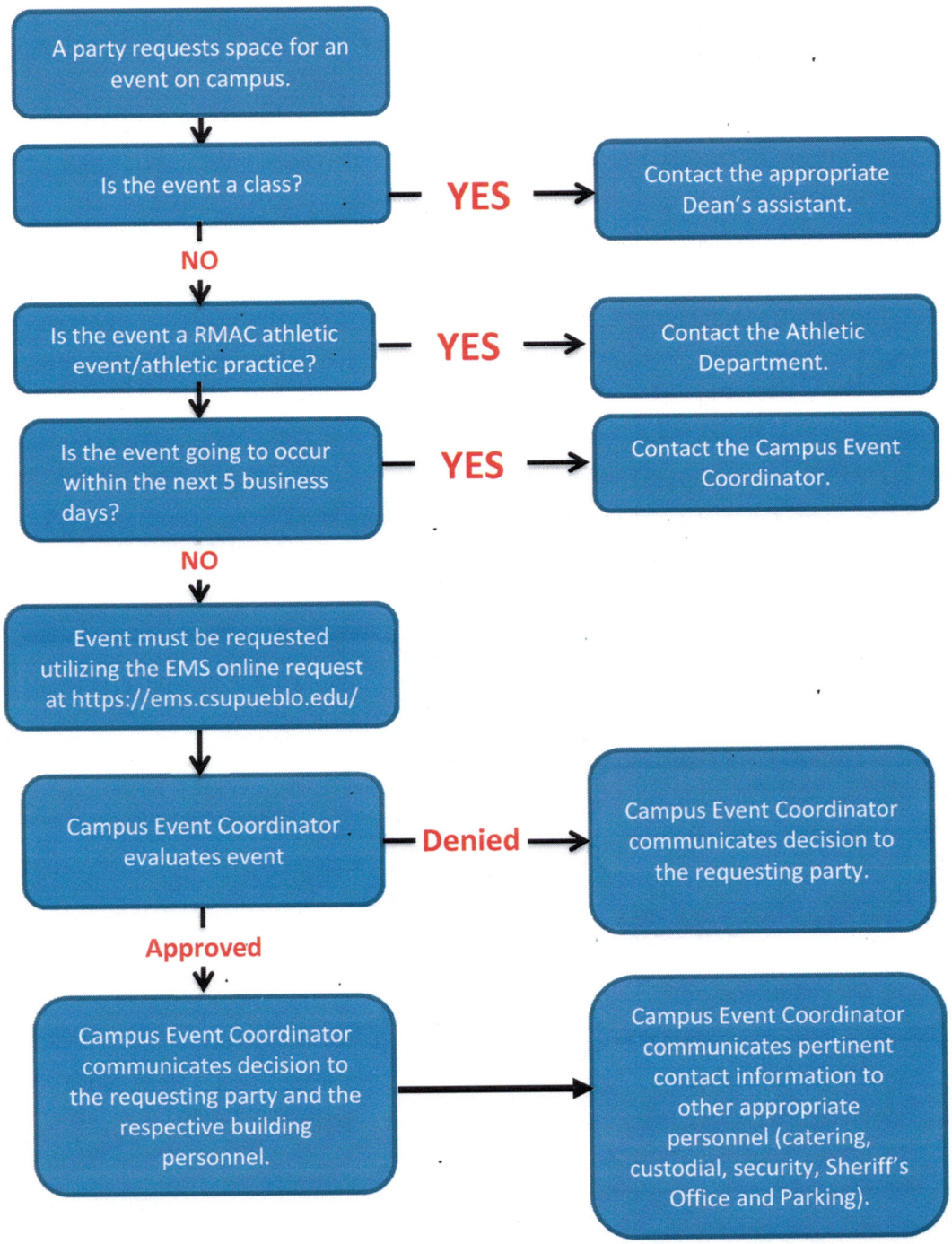
Attachment 1:

EVENT SCHEDULING PROCESS