

Exhibit A

MEMO TO STAFF

FROM: THE OFFICE OF GENERAL COUNSEL

RE: COURT ORDERS IN PENDING LITIGATION INVOLVING THE CENTER

DATE: 4 JUNE 2026

TO ALL STAFF:

As you may be aware, the Center is currently engaged in litigation over the Board's decisions to add President Trump's name to the Center and to close the Center during renovations. There are two separate lawsuits involved, both being heard by the same Federal judge.

On Friday, May 29, 2026, the Court issued orders in those lawsuits, which have received considerable media attention. The purpose of this memo is to provide clarity on the scope of the Court's orders and guidance to staff on how best to comply with those orders going forward.

The Name Change

The Court ruled that the Board acted beyond its authority in adding President Trump's name to the Center and gave the Center 14 days from May 29 to remove all references to the Center being named for anyone other than John F. Kennedy. This includes email signatures, email communications, letterhead, website, brochures, promotional materials, press releases, signs, references in contracts, MOUs, and other agreements, and every other reference to the "Trump Kennedy Center," the Donald J. Trump and the John F. Kennedy Memorial Center for the Performing Arts, or similar name.

To comply with this order, you must immediately change email signatures, letterhead, and other documents to reflect the name as "The John F. Kennedy Center for the Performing Arts," or "Kennedy Center." Other changes, such as to templates and forms, signage, brochures, and website pages, must be completed no later than Friday, June 12, 2026. Please see the attached table to indicate the lead offices for implementation of each change.

The Renovations and Closure

While the Court ruled that renovations can proceed at this time, it determined that the Board did not have sufficient information to make an informed decision to shut down the Center when it voted in March. The Court **did not** rule that the Center must stay open during the renovations, and **did not** require that the Center present any particular programming on-site during the renovations. Instead, the Court ruled that the specific Board vote in March was inappropriate, and that any subsequent vote regarding closure must take more information into account. The Center is considering its options and will provide further guidance shortly.

General guidance for offices / individuals listed below:

- Remove any references to “Trump-Kennedy Center” or “The Donald J. Trump and the John F. Kennedy Center for the Performing Arts”. Revert to “The John F. Kennedy Center for the Performing Arts” or “the Kennedy Center” or “the Center.”
- **This list is not-exhaustive;** if you see other instances where the Trump-Kennedy Center (or similar wording) is being used that is not listed here, or if you have any questions, please contact OGC at [REDACTED]
- Please revert to using the following logo:



The Kennedy Center

Responsible Parties	Responsibilities	Time Frame
All Staff	Signature block in emails and agreements	Immediately
	Letterhead	Immediately
	Voicemail	Immediately
Lead Office		
Archives	Templates, agreements, forms and policies	Immediately
Campus Planning	Templates and forms	Immediately
Development	Templates, agreements, scripts forms, and policies	Immediately
Education / VSA	Templates, agreements, forms & policies	Immediately
Facilities	Outdoor Signage	By 6-12-26
	Indoor Signage	By 6-12-26
	Mats and furniture / decorations	By 6-12-26
Federal Contracting	Templates, agreements, forms & policies	Immediately
Finance	Finance templates, agreements, forms & policies	Immediately

Friends	Scripts and templates	Immediately
General Counsel	Legal templates, agreements, forms & policies	Immediately
	Trademark Applications	By 6-12-26
Human Resources	Provide guidance to staff on changing email signature blocks	Immediately
	HR templates, agreements, forms & policies	Immediately
Information Technology	Kennedy Center Intranet	By 6-12-26
	IT Templates, agreements, forms & policies	Immediately
Marketing	Website	By 6-12-26
	Digital Signage	By 6-12-26
	All marketing and branding materials and brochures	Immediately
National Symphony Orchestra	NSO templates, agreements, forms & policies	Immediately
	NSO Promotional Materials	Immediately
Parking	Signage	By 6-12-26
Public Relations	Social Media Accounts	Immediately
	Press Releases	Immediately
Programming	Templates, agreements, forms & policies	Immediately
	Promotional Materials	Immediately
Restaurant Associates	Promotional Materials, Menus	Immediately
Safety & Security	Issue new ID cards	By 6-12-26
	OOSS templates, agreements, forms & policies	Immediately
Special Events	Templates, agreements, forms & policies	Immediately