

TO: AGENCY DIRECTORS

FROM: FELICIA GAVIN, DIRECTOR OF ADMINISTRATION

RE: CAPITAL FOR A DAY

DATE: AUGUST 14, 2001

This memo is to inform you of some key information as it relates to Capital for a Day in Ripley, Mississippi on August 21, 2001.

Location: Ripley Park and Recreation Building
109 School Street
Ripley, MS
(662) 837-3818

Time: 7:00 a. m. – 7:00 p. m.

Hotel Information: Room blocks have been established at two hotels in New Albany, MS for Monday night, August 20 (approximately 20 miles from Ripley). Based on your agency request, rooms have been reserved for you at one of the two hotels. (See Attachment) Your agency will be responsible for the hotel charges.

Lunch: Lunch for the Governor's Staff and Agency Executive Directors will be provided by the Rotary Club. All other staff members will be responsible for their own meal.

Set Up: The facility will be available for you to set up your tables on Monday evening. Unless otherwise informed, your requested agency needs will be available.