

**TO: BILL RENICK, MICHAEL BOYD, PEYTON PROSPERE,
KELLY RILEY, ARMERITA TELL, LEE A. MAYO, JOHN
SEWELL, ONNESTA CARTER, MICHAEL BENTLEY,
BARBARA ELLIOTT, WESLEY ELLIS, WANDA SMITH**

FROM: FELICIA GAVIN, DIRECTOR OF ADMINISTRATION

RE: CAPITAL FOR A DAY

DATE: NOVEMBER 20, 2001

This memo is to inform you of some key information as it relates to Capital for a Day in Bay St. Louis, Mississippi on November 27, 2001.

Location: The Depot
1928 Depot Way
Bay St. Louis, MS
(228) 463-7120

Time: 8:00 a. m. – 6:00 p. m.

Hotel Information: There are three recommended hotels that will offer the state rate. They are Bay Town Inn (228) 467-1649; Heritage House & Calais House (228) 467-1649 and Casino Magic Inn 1-800-5MAGIC5. You will need to make reservations for your agency staff.

Lunch: All staff members will be responsible for their own meal.

Set Up: The tables will be set up in the building on Monday by 3:00 p. m. If you desire to see the facility or if you need to set your area up prior to Tuesday morning, you may do so prior to 5:30 p. m. on Monday. I will be there from 4-5 Monday afternoon to ensure that everything is ready.

Signage: Please have signage for your table indicating your agency's name.

Phone Lines: The phone lines requested may not be available due to technical issues, which means internet access may not be available. This issue is currently being worked, but please prepare to operate without internet access. You should be prepared to use your cell phones.

If you have questions, give me a call at 359-3161. My cell number is 942-7653. Thanks.