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**OFFICE OF GOVERNOR RONNIE MUSGROVE**  
**INTEROFFICE MEMORANDUM**

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**TO:** HALE  
TELL

**FROM:** RILEY

**SUBJECT:** REGISTRATION FOR SGA MEETING IN LEXINGTON

**DATE** 8/16/01

**CC:** FILE

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The Governor has designated you to staff him at the SGA Annual Meeting in Lexington, KY, September 9-11. The deadline for registration is tomorrow, August 17. I've attached a registration form for you to complete. I have also requested a PO from Felicia for your registration fee. You will arrive the evening of Saturday, September 8, and you will depart Tuesday, September 11.

The meeting agenda is attached for your information.

PLEASE COMPLETE THE ATTACHED REGISTRATION FORM AND RETURN IT TO ME BY 9:00 TOMORROW MORNING (FRIDAY, 8/17) SO THAT I CAN FAX YOUR REGISTRATION AND PAYMENT IN.