
INTEROFFICE MEMORANDUM

TO: FELICIA GAVIN
FROM: SHANTA DAVIS
SUBJECT: GOVERNOR'S ACHIEVEMENT AWARDS
DATE: 2/11/2003
CC: CORA GEE

The Governor's Business and Education Achievement Award applicants have responded and the applicants include four small businesses, two large business, one higher education and six K-12 schools.

Mrs. Gavin could the ten judges utilize the Woolfolk 15th floor large conference room between the time of 8:30 am until 4:30 pm in order to review the applicant material? The possible one-day event would be February 20, 21, 24 or 25. Could the Mansion provide a menu of sandwiches, chips, cookies, coffee, tea & drinks for this event?

I will greet the attending judges and make sure attending details are covered. Thank you for your time and efforts to make this program a success.

If I may be of any additional assistance, please do not hesitate to contact me directly at 601-359-3110.