TO: DAVIS

FROM: RILEY

SUBJECT: NAMETAGS FOR RECEPTION

DATE   1/16/02

CC: FILE

The list of teachers can be found as follows:

    Policy Folder
        Education Folder
            NBPTS Folder
                2002 Reception Folder
                    "NBCTs.2001" is the name of the excel database

The nametags need to have the teacher's first and last name on the top line, with their city on the second line. So, for the first entry, we want the nametag to read:

                         Cameron Abel
                         Itta Bena

Please center the names on the nametags and make the name a font size or two bigger than the city name. Please also bold the name.

Thanks!