

TO: ALL EXECUTIVE AGENCY DIRECTORS, GENERAL AND COMMISSIONERS

FROM: FELICIA GAVIN, DIRECTOR OF ADMINISTRATION

RE: CAPITAL FOR A DAY

DATE: DECEMBER 2, 2002

It's that time again, Capital for a Day. This time we will be preparing for **two *Capital for a Day* events**. The Governor will be moving the Capitol of Mississippi to **Batesville, Mississippi** on Wednesday, December 18, 2002, 8:00 A. M. until 6:00 P. M **AND** to **Natchez, Mississippi** on December 30, 2002, 8:00 A. M. until 6:00 P. M. You will be advised of the exact locations at a later date.

In order to accommodate your needs, please forward me the following information:

- Number of people attending from your agency
- Number of tables needed
- Any other pertinent needs your agency may require to operate from Batesville and Natchez

You will need to be prepared to communicate via cell phones. They will not provide each agency with phone lines. Please bring a sign to post at your table indicating the name of your agency.

Please forward the above information for both events to me by Friday, December 6, 2002. Should you have any questions, please contact me at 359-3150. Thank you in advance for your cooperation.