

TO: ALL EXECUTIVE AGENCY DIRECTORS, GENERAL AND COMMISSIONERS

FROM: FELICIA GAVIN, DIRECTOR OF ADMINISTRATION

RE: CAPITAL FOR A DAY

DATE: MAY 17, 2002

It's that time again, Capital for a Day. The Governor will be moving the Capitol of Mississippi to Belzoni, Mississippi on Monday, June 3, 2002, 8:00 A. M. until 6:00 P. M. The location is the Multipurpose Building, 483 Silver City Road.

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 Belzoni

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 to me by Friday, May 24, 2002. Should you have any questions, please contact me at 359-3150. Thank you in advance for your cooperation.