
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: FILE
FROM: RILEY
SUBJECT: MATERIALS NEEDED FOR 4/23 BREAK OUT SESSIONS
DATE 3/2/01
CC:

Break out sessions:

- 1 facilitator per group
- 1 recorder per group
- 1 screen per group
- 1 computer/laptop per group
- 1 projector per group
- 1 diskette per group
- questions for facilitator
- soft drinks, water and cookies for break

Registration:

- Nametags w/ break out groups denotes
- Agenda
- Conference materials (if applicable)
- School-to-careers brochure

Morning Session and Closing Session:

- Lavalier
- Podium for introductions