

**TO: AGENCY DIRECTORS AND GOVERNOR'S STAFF**

**FROM: FELICIA GAVIN, DIRECTOR OF ADMINISTRATION**

**RE: CAPITAL FOR A DAY**

**DATE: AUGUST 14, 2001**

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This memo is to inform you of some key information as it relates to Capital for a Day in Ripley, Mississippi on August 21, 2001.

**Location:** Ripley Park and Recreation Building  
109 School Street  
Ripley, MS  
(662) 837-3818

**Time:** 7:00 a. m. – 7:00 p. m.

**Hotel Information:** Room blocks have been established at two hotels in New Albany, MS for Monday night, August 20 (approximately 20 miles from Ripley). The rooms are reserved under the group block "Office of the Governor" (see attachment). Your agency will be responsible for the hotel charges.

**Lunch:** The Rotary Club will provide Lunch for the Governor's Staff and Agency Executive Directors. All other staff members will be responsible for their own meal.

**Set Up:** The tables will be set up in the building on Monday by 3:00 p. m. If you desire to see the facility or if you need to set your area up prior to Tuesday morning, you may do so prior to 6:00 p. m. on Monday. I will be there from 4-6 Monday afternoon to ensure that everything is ready. Unless otherwise informed, your requested agency needs will be available.

**Signage:** Please have signage for your table indicating your agency's name.

**Phone Lines:** Each agency will have a local (Ripley) phone number. This number will be published in several newspapers prior to Tuesday (see attached for your agency's number).

If you have questions, give me a call at 359-3161. My cell number is 942-7653. Thanks.