



X-Sender: fschule@postoffice.providence.edu
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Date: Wed 6 Aug 2003 11:03:10 -0400
To: Nancy Kelley <nkelley@providence.edu>
From: Flo Schule <fschule@postoffice.providence.edu>
Subject: Reservation 9/10 FC400 Luncheon
Office of the Vice President for Student Services

Hi Nancy,

You are all set! Please find attached your confirmation of reservation. Keep me informed.

Thank you,

At 03:10 PM 8/5/03 -0400, you wrote:

Okay Flo:

Here is the information. Remember this is all predicated upon them getting the funding for the luncheon in the first place. I should know by the end of the week if that funding will be available. So for now could you please reserve Feinstein 400 as follows:

Date: September 10, 2003

Requested Space: Feinstein 400

Dept of Club: ROTC, Military Science

Event Name: Army Specialized Training Program

Event Time: (actual) 12:00 noon to 1:30 p.m.

Amount of time needed in advance of Event Time: 30 minutes food set up

Set up Required: Tables and chairs for approximately 40 guests, podium, microphone.

Brief description of event: luncheon

Contact Name and Contact Info; Captain Manning, ROTC, ext. 2986

Additional Details: xxx

Open to the public: No, by invitation only

thanks. nancy (upstairs)

At 01:24 PM 8/5/03 -0400, you wrote:

Hi Nancy,

Just fill in what you can for now. If the lunch actually takes place then you can get me the rest of the info.

Due to the new WEB based Event Calendar, there is some additional info that I will need to complete reservations.