



KATHLEEN BABINEAUX BLANCO
LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

PHILLIP J. JONES
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 03-063

July 3, 2003

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: **A Lunch and Learn Workshop - Speaker Lynne Marino**
(Another in our series of informational meetings on health, safety, & well being.)

Lynne Marino
Personal Safety and Awareness
Tuesday, July 29, 2003, 11:30 a.m. – 1:00 p.m.
Seminar Center, State Library

Lynne Marino, mother of serial killer victim Pam Kinamore, will speak about the importance of personal safety and awareness. She will also talk about her experiences over the past year. She invites everyone to bring questions to what is sure to be a moving presentation.

Please complete the attached registration form and submit it to the Human Resources Office or register on-line on "Channel Z" no later than 12:00 noon on July 25, 2003. Employees can purchase lunch from Bonanno's Fine Catering or bring their own lunch.

Instead of ordering sandwiches, we are going to offer a buffet-style lunch with chicken and sausage jambalaya, fried catfish with tartar and cocktail sauce, sensation salad, and an assortment of cookies. The cost of the lunch will depend on the number of people that register for lunch. If thirty people purchase lunch, which is our average for lunch and learns, the cost will be \$4.50. It will vary according to registrants. You must provide your own soft drink. We encourage you, if possible, to pay by check.

We will notify you at the door of the amount due. ***Cancellations must be phoned in to us at (225) 342-0880 before the deadline, or the reservation will be considered a guarantee of payment.***

Attachment

A "LUNCH AND LEARN" WORKSHOP

Lynne Marino
Personal Safety and Awareness
Tuesday, July 29, 2003, 11:30 a.m. – 1:00 p.m.
Seminar Center, State Library

REGISTRATION FORM

Please Print

Name _____

Department _____ Phone # _____

_____ Include me in the Buffet-Style Lunch of Chicken and Sausage Jambalaya, Fried Catfish with Tartar and Cocktail Sauce, Sensation Salad, and Cookies - Approximately \$4.50*

*Price is contingent on the number of employees ordering lunch.

IMPORTANT: If you are unable to attend after making a reservation and fail to notify us, please understand that we must consider this registration a guarantee for your payment.

Payment Choice:

_____ Check for the lunch amount payable to **Bonanno's Fine Catering** is attached.

_____ I will pay at the meeting (*please pay by check*).

OR

_____ I will attend the presentation but will not participate in the lunch.

Signatures:

EMPLOYEE _____ Date _____

SUPERVISOR _____ Date _____

Please Post and Circulate