



## MEMORANDUM

**Date:** October 26, 2021

**To:** Program Directors, Board Presidents and Interested Volunteers

**From:** Oklahoma Main Street Center

**Re:** Program Director & Volunteer Training  
November 2-4, 2021

The Oklahoma Main Street Center's training for Program Directors and volunteers will be in Main Street Altus November 2-4, 2021. Our focus for this training will be Economic Vitality and Organization. You are welcome to bring guests from your communities and you may want to target those who deal with these topics.

**This is a required training.** If the Program Director cannot attend, it is up to the Board President to send a representative for the Program. Board members, committee members and volunteers *are always welcome*. Please register for the training at the link below.

<https://www.okmsf.org/november-program--volunteer-training.html>

### **Training Location**

- Southwest Technology Center  
711 Tamarack Rd.  
Altus, OK 73521

### **Parking**

- There is plenty of parking at the Technology Center.

### **Cost**

- Workshop costs are paid for by the Oklahoma Main Street Center.
- Travel, food and lodging expenses are the responsibility of each participant.  
The costs for the Program Director are the obligation of the local Main Street organization.
- The reception and dinner are optional but please support your local host, Main Street Altus.

### **Dress**

- Business casual.

### **Lodging**

- Hotel: Hampton Inn & Suites  
3601 N. Main Street  
Altus, OK 73521  
Phone: 580-482-1273
- The hotel room block is good until October 29, 2021.