# MEMORANDUM

**Date:** October 5, 2017

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

**From:** Oklahoma Main Street Center

**Re:** Quarterly Program Director & Volunteer Training

 November 7-9, 2017

The Oklahoma Main Street Center’s quarterly training for Program Directors and volunteers will be in Durant, OK on November 7-9, 2017. Our focus for this training will be economic vitality with an emphasis on visual merchandising and how to compete in an online world. You are welcome to bring guests from your communities.

**SEE AGENDA FOR DETAILS**

**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 RSVP your attendance (name, title, community) to Tamara Price by e-mail or phone **no later than 2:00 p.m., Friday, November 3, 2017.**

E-mail: Tamara.Price@commerce.ok.gov

Phone: 405-815-5146

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 is optional but please support your local host, Durant Main Street.

Dress

Business casual / Comfortable shoes for walking.

**Lodging**

Hampton Inn and Suites

3199 Shamrock Lane

Durant, OK 74701

Phone: (580) 924-0300

Room Rate: $91/night

GROUP BLOCK NAME: Oklahoma Main Street.

This room block rate is good through October 31, 2017

*IMPORTANT NOTE: When you call, please stay on the line to speak to the hotel directly so that this price will be honored. If you are transferred to the reservation call center, they will not be able to see the room block and the negotiated price will not be honored. If you have any trouble, our hotel contact is April Campbell and she will be happy to help you. Again, this room block is available only through, October 31, 2017.*