



MEMORANDUM

Date: October 16, 2018
To: Program Directors, Board Presidents and Interested Volunteers
From: Oklahoma Main Street Center
Re: Quarterly Program Director & Volunteer Training
November 6-8, 2018

The Oklahoma Main Street Center's quarterly training for Program Directors and volunteers will be in Guymon, OK November 6-8, 2018. Our focus for this training will be fundraising, volunteer recruitment, grants and grant writing. 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 2, 2018.**

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 and dinners are optional but please support your local host, Main Street Guymon, Inc.

Dress

Business casual / Comfortable shoes for walking.

Lodging

Best Western Plus
1102 NE 6th Street
Guymon, Oklahoma 73942
Phone: (580) 338-0800
GROUP BLOCK NAME: Oklahoma Main Street.
This room block rate is good through October 31, 2018

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.