



MEMORANDUM

TO: 2011 Tampa Connection Class and Board Members

FROM: Lissette Baker, Lisa Crow, Richard Helme

DATE: November 29, 2011

SUBJECT: **Holiday Program and Social – Dec. 6 2011**

The holidays are just around the corner and you are invited to join your fellow class members to celebrate both the season and your team accomplishments at the historic Tampa Theatre. Your team projects will be the centerpiece of the program, with each team presenting a "progress report." Each progress report should be approximately 5 to 7 minutes in length.

The "progress reports" should be low-tech. Humorous skits and costumes are strongly encouraged since, unlike your presentations at graduation, these skits are not formal. We will have a single microphone and CD player available; however, due to guidelines presented by the Tampa Theatre there are strict limitations as to additional props or added features allowed. Please let Lisa Crow (lcrow@paychex) know prior to December 2nd if your team plans on using any props other than costumes, signs, cd player, etc. so it can be cleared through the Tampa Theatre prior to the skit taking place.

Please be sure to reserve time to attend the Alumni Holiday Party immediately following the program at TAPS.

Holiday Program Tuesday, December 6, 2011
3:15 PM to 5:30 PM (*Check-in begins at 3:00 PM*)

Location: The Tampa Theatre
711 N. Franklin Street
Tampa, FL 33602

**Social to be held in conjunction with our
Alumni Holiday Party at
TAPS Beer & Wine
777 N. Ashley Dr., Tampa, FL 33602
5:30 PM – 9:00 PM**

Parking: Parking is available in the Poe parking garage at the corner of Ashley Drive and Cass Street and will be paid by The Tampa Connection. **Upon entering the garage you will need to take a ticket and at the event we will provide you with a voucher.** There are

no parking attendants at this garage. **When exiting the garage you will need to insert your ticket first and then the voucher that we will provide to you.** This will allow you to exit the garage. Please be sure to obtain a voucher at the event. If you do not obtain the voucher you will have to pay to exit the garage.

Directions to the Tampa Theatre: The Poe Garage is located at Ashley Street and Cass Street in downtown Tampa. When you exit the garage, walk east on Cass Street to Franklin Street and turn right. The Tampa Theatre is 1½ blocks on the right.

Holiday Gifts: Please bring a book! Each year, The Tampa Connection helps collect gifts for a charitable agency with special needs in the Tampa Bay area.

This year we will have a book drive for A Brighter Community Preschool. Children from this preschool will entertain us at the Tampa Theatre and we want each child to leave with a book in hand. What was your favorite book as a child? Buy it and several others so that another child will learn the joy of reading. Participation in this book drive effort is entirely optional.

RSVP: Please notify Cathy Brown via email at administrator@tampaconnection.org to confirm your attendance no later than Friday, December 2nd.