

## Keri Green

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**Subject:** FW: <EXTERNAL> Vet Court Graduation

**From:** raina macks [mailto:auburnt@hotmail.com]

**Sent:** Wednesday, December 18, 2019 11:08 AM

**To:** Keri Green <KEGREEN@baldwincountyal.gov>

**Subject:** <EXTERNAL> Vet Court Graduation

Hi! We are trying to set a graduation date and want to know if the big meeting room is available 2/3. We would like to start at 6pm, start setting up around noon. We don't need tables, just chairs, podium and mic. We plan to just serve cake and punch/coffee.

**Date:** February 3, 2020

**Times:** Program starts at 6pm, we would like access sometime after noon that day. We won't have many decorations this year.

**Attendance:** Approximate number expected 40-80

**Audio/Visual:** Yes to hook up a lap top in order to play a slide show

**Seating:** We would like just chairs set up and we will set the tables up after our program as discussed.

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3 things that people who make a impact in their culture do...

1. They recognize their preferences
2. They honor convictions
3. They focus on essentials