

# St. Vincent de Paul Program

Farrar-myers, Victoria

Tue 8/13/2013 8:24 PM

To:Barker, Evelyn G <ebarker@uta.edu>; Worcester, Lea M <lworcester@uta.edu>;

Cc:Farrar-myers, Victoria </O=UNIVERSITY OF TEXAS AT ARLINGTON/OU=UTA/CN=RECIPIENTS/CN=VICTORIA>;

Dear Lea and Evelyn --

Thank you again for agreeing to come speak with the St. Vincent de Paul Women's Guild. While our advertisement highlights your new book, I also noted the original Arlington book as well. We have you scheduled for Monday, October 21, 2013 at the Church's JAC (attached to the back of the Church). We begin eating and social at 6:30 with the meeting usually beginning right at 7:00. We will be providing you with dinner. Additionally, we will be providing a table for you to sign books/sell them after your presentation. We also would very much like to have the "Arlington Bingo" you suggested to give away the two books (I have purchased one of each to give away).

In preparation for the program, I needed the following from you:

- 1) We would like to have you come about 6:00 or so to ensure we get you all set-up.
- 2) Will you be doing a PowerPoint presentation? If so, will you have your own laptop? If not, you can send me your presentation to be loaded for you. We can provide a screen and projector. Just confirm so I can have this ready to go.
- 3) Can you provide me with your respective bios so that I can properly introduce you.
- 4) Do you require anything further?

Thank you in advance for your time and assistance. The ladies are very excited about this program.

All my best--

Victoria