

SEP 11 2002 14:23 FR OFC OF THE FIRST LADY512 475 2598 TO 99157476616

P.02/04

### OFFICE OF THE FIRST LADY EVENT FORM

Please complete this form and return by fax to Minnie Sallnas, Director, Office of the First Lady  
PHONE: 512 463-5981 FAX: 512 475-2598

DATE: 9/13/02 TIME: \_\_\_\_\_ to \_\_\_\_\_

EVENT: meeting w/coalition Against Violence Towards Women and children on the border  
EVENT LOCATION: 1514 Hawthorne St.

Room: Conference Room  
Address: Center for Inter-American and  
Site Contact: Border studies Traserra Coronado  
Title: Professor  
Location Telephone # (915) 747-5196 Fax # ( ) -  
Met by: Traserra Coronado, Ph.D.

#### PRIMARY CONTACT(S)

Name: Traserra Coronado  
Title: Professor + Co-Chair of Coalition  
Assistant(s): \_\_\_\_\_  
Company: UTEP  
Mailing Address: Dept of Pol. Science El Paso 79968  
City: El Paso State: TX Zip: 79968  
Office Telephone # (915) 747-7980 Office Fax # (915) 747-4616  
Home Telephone # (915) 587-0716 Mobile # ( ) none  
Pager # ( ) none

#### Event Coordinator (if different than primary contact)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Assistant(s): \_\_\_\_\_  
Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Office Telephone # ( ) - Office Fax # ( ) -  
Home Telephone # ( ) - Mobile # ( ) -  
Pager # ( ) -

*U.T.E.P.*

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**ATTIRE:**

Casual  Business  Cocktail  Black Tie

**AUDIENCE:**

Expected Attendance: 5 +  
General Description: Scarlet Bowen<sup>PhD</sup>, Director of Women's Studies, Kathleen Staudt, Ph.D. Professor of Political Science + Director Center for Civic Engagement, Victor Muñoz AFL-CIO, Frayma Coronado, co-chair co-chair + Adrian Aragon, UTEP Student  
Elected Officials/VIP's: none

**REMARKS:**

Suggested length of Mrs. Perry's Remarks:

Brief  5min  10min  15min  Other: \_\_\_\_\_

Time Mrs. Perry will speak: \_\_\_\_\_

Introduced by: \_\_\_\_\_ Title: \_\_\_\_\_

(Short introductions are preferable.) We can introduce ourselves briefly

**ADDITIONAL EVENT INFORMATION:**

Dais Guests/Head Table: \_\_\_\_\_

we will all sit at a conference table w/ Mrs Perry at the head

(Please include: names, titles and provide a diagram of seating)

YEARMAN 00006

**BACKDROP DESCRIPTION:**

- Will Mrs. Perry be on stage? Yes  No
- Will a podium be available? Yes  No
- Will there be a sound-system? Yes  No
- Will you like to invite members of the Media? \*\* Yes  No

**\*\* Please contact Wendy Bengal in the Governor's Press Office: 512-463-1826**

**Please attach a proposed program/schedule of events.**

**Please attach a diagram of the event site.**

**NOTE: No gifts please; if you have any questions regarding gifts, please contact the scheduling office.**

**VERY IMPORTANT: Use of Mrs. Perry's name or image on any printed material requires written authorization from this office. Please submit any invitations or documents you intend to use to Wendy Bengal for approval prior to going to press or print.**

**ADDITIONAL COMMENTS:**

*Minnie - Thanks for everything.  
 If there is anything else that  
 you need please give me  
 a call.*

*Rosemary Colorado*

YEARMAN 00007