

To: Professor Keller and President Neal Smatresk

From: Daniel Ryan Carr

Date: March 19, 2019

Subject: Chamber of Commerce Event location and agenda

The City of Denton Chamber of Commerce is set to host a luncheon at the University of North Texas Thursday, March 21, 2019.

The best location on campus to accommodate the chamber's luncheon this week is the University Union Emerald Ballroom 314AB. This location is best for the luncheon because it can accommodate round tables and chairs and has a breakfast/lunch buffet with access to servers and the Union kitchen. Also, the ballroom has a built-in projector and screen, sound system and videography system.

Parking for the luncheon will be accommodated in multiple places on campus such as the Highland Street and Union Parking Garages. Parking at the Highland Street Garage will cost guests \$2.00 per hour while parking at the Union Garage will cost them \$2.25 per hour. Guests may pay for parking at the Union Garage using a credit card at smart meters or by using the Park Mobile App, while guests at the Highland Street Garage may pay using cash or credit cards at the gate. Union Valet Parking provided by the Transportation Department is also available to guests. Valet parking prices are \$6 for up to two hours.

The chamber's luncheon is set to run approximately 90 minutes and is expected to have up to 150 guests.

- 11:30 a.m. - Check-in for the event will begin
- 11:45 a.m. - The Union servers will begin serving guests lunch
- 12:30 p.m. - UNT President Neal Smastresk will provide a welcoming address.
- 12:35 p.m. - Kimberley Keller will give a speech on behalf of Denton Bible Church.
- 12:50 p.m. - The chamber's chairperson will give a presentation on the chamber's upcoming job fair

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- 1:00 p.m. - Luncheon ends

If you have any questions about the itinerary of the event, please email me at danielcarr3@my.unt.edu.

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