



MASON STAFF SENATE

4400 University Drive, MS 5E5, Fairfax, Virginia 22030
Phone 703.993.4141; Fax 703.993.4150; staffsenate@gmu.edu

**Staff Appreciation Events – Winter 2017
Information for Departments**

We are hopeful that staff can learn more about the array of opportunities, services, events and other activities available to them at our Fairfax Staff Appreciation Winter Warm-up. Departments may participate in one of two ways: by staffing a table at the event or by having literature (or other items) available to staff to pick up at the event.

Staffing a table: Please arrive prior to the event’s start so we may assign a table to your department. When all departments have registered, we will know more about exactly how much space you will have.

Literature Distribution: Please make arrangements to bring whatever you would like distributed to the Staff Senate Office (Merten Hall 3500) by the Friday before the event via Intercampus Mail or email staffsenate@gmu.edu to schedule a time to drop off material.

Below are the details for each event.

Event Date	Location	Estimate Attendance
Wednesday, February 15 10:30am-12:30pm	Patriots Lounge, Sub 1	225

Please complete the information below, confirming your intent to participate. You may mail or email the form to Amanda Corrigan in University Hall 3500 MSN 5E5, acorrig2@gmu.edu. **The due date for committing to the event is Wednesday, February 8.**

Questions can be directed to Amanda Corrigan, Administrative Assistant for the Staff Senate at acorrig2@gmu.edu or 3-4141.

Department _____

Contact Person _____

Phone _____ Email _____

- Fairfax**
 Staff a table
 Literature distribution