

**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 – Summer 2016**

**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 Sizzlin’ Summer Social Staff Appreciation Events. 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.

We hope that whenever appropriate, departments will participate in the events at both campuses.

Below are the details for each event.

 **Estimate**

**Event Date Location Attendance**

Wednesday, July 13 Fairfax, Sub 1, Patriot’s Lounge 250

Tuesday, July 19 Science and Technology, Bull Run Atrium 75

Please complete the information below, confirming your intent to participate. You may mail or email the form to Amanda Corrigan in Merten Hall 3500 MSN 5E5, acorrig2@gmu.edu. **The due date for committing to the event is Wednesday, July 6.**

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

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Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Fairfax**  **Science and Technology**

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