

February 2010

National Administrative Professionals' Day is just around the corner—Wednesday, April 21, 2010. We have the perfect way for you to express your thanks to your administrative office professional(s). A committee of representatives from Wicomico County, the Board of Education of Wicomico County and the Tri-County Chapter of the International Association of Administrative Professionals (IAAP) has met and planned a very special celebratory luncheon/keynote speaker for administrative office professionals throughout the area.

The event is scheduled for Wednesday, April 21, 2010 at the Fountains Wedding & Conference Center in Salisbury, MD. Registration/Check-in begins at 9:30 a.m. with a Meet/Greet at 10 a.m. with access to vendors. The keynote speaker will begin at 10:45 a.m. and lunch will be served at approximately 12:00 p.m. Door prizes and an afternoon fashion show will add some special touches to this already first-class event. The event will conclude at approximately 2 p.m. The charge per person of \$25 is small compared to the value of the role your administrative office professional plays in your office every day.

Also at the luncheon event, the Wicomico County's Administrative Professional of the Year will be announced and will be showered with a plaque, flowers and gifts. Please consider nominating your administrative office professional by completing the form that is inserted in this newsletter and mailing it to the address noted on that form.

If you are looking for a special way to say "thank you" to your administrative office professional, please complete the form below and mail with your check made payable to Wicomico County Board of Education to Maria Curtis at the information below. Upon receipt of your check, formal invitations will be mailed to you so that you can personally present them to your administrative office professionals.

Seating is limited, so please do not delay making a reservation for your administrative office professional. Committee members have planned a first-class, professional event that will certainly make your administrative office professional feel special and appreciated by their employer. If you have any questions or need additional information, please contact Maria Curtis at 410-677-4495.

Sincerely,

Members of Planning Committee
Administrative Professionals' Day Gala

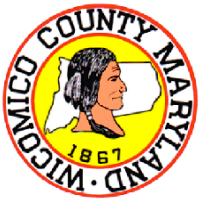
Name of Guest:

Employed by:

Enclosed is: Check ____ Cash ____

Name/Address of Person Sending Payment: _____

Please mail form with payment to: **Maria Curtis, Wicomico County Board of Education, P.O. Box 1538, Salisbury, Maryland 21802-1538**



Wicomico County's 2010 Administrative Professional's Day Gala & Administrative Professional of the Year Award



Wednesday, April 21, 2010

10:00 am – 2:00 pm

Cost: \$25.00

Fountains Wedding & Conference Center

Sweet Bay Drive, Salisbury, MD

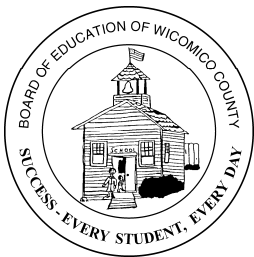
Tri County Chapter
www.tricountyiaap.com

Visit Lon at
www.lonkiewer.com

The Fountains



www.fountainsinc.com



<http://www.wcboe.org>

**For Vendor
Opportunities
Contact:**
ginnyhussey@yahoo.com
bfrye@wicomicocounty.org

Keynote Speaker
Nationally Recognized Motivational Speaker
Lon Kiewer, RN, BSN, MBA
Program Titles include:
“Get out of Bed and Go to Work”
“A.W.E.S.O.M.E. Living”

If you would like to nominate your
Administrative Professional of the Year

Forms may be picked up at the
Salisbury Area Chamber of Commerce,

The Fountains, WCBoE or on line at www.tricountyiaap.com

Hosted by:

Wicomico County Board of Education

Tri County Chapter, IAAP

Wicomico County Government

For Reservations Make Checks Payable to:

Wicomico County Board of Education

Attention Maria Curtis

PO Box 1538, Salisbury, MD 21802

RSVP by: April 9, 2010



Tri-County Chapter, IAAP
 #436390
www.tricountyiaap.com

Dear Administrative Professionals Day Vendor:

This year the Tri-County Chapter of the International Association of Administrative Professionals (IAAP) together with the Wicomico County Board of Education will host the annual **“ADMINISTRATIVE PROFESSIONALS DAY GALA”** on Wednesday, April 21, 2010. The event will run from **10:00 am 2:00 pm** and be held at the Fountains Wedding & Conference Center. As in the past, this event will be attended by administrative assistants, secretaries and office support staff from all over the Delmarva area. These attendees are also the business people responsible for the budget control and purchasing of services, office supplies, furniture, computer and technical equipment in the majority of offices in the local economy.

We would like to have you as a vendor at this event!!!!

1. The cost to be a vendor is \$40. This fee provides a table display area and one (1) complimentary ticket for lunch. All checks should be made payable to: **Tri-County Chapter IAAP**
2. As a vendor, we request you to supply one (1) door prize and one (1) gift for the “Administrative Professional of the Year” to be selected during the program.
3. At this time, set up for vendors will begin 8:00 am Wednesday, April 21, 2010.
4. This contract & payment must be returned to:

ATTN: Beverly A. Frye
 Tri-County Chapter IAAP
 139 Shamrock Dr.
 Salisbury, MD 21804

no later than Friday, MARCH 26, 2010.

Booth space is limited; first come, first serve.

	Name of Business
Responsible Party	
Product(s)/Service(s) being displayed:	Address
	Phone #: _____

We currently anticipate up to 200 in attendance. All contributors will be listed in our event brochure. As a thank you for your donation, we are including the one (1) complimentary ticket for lunch. We invite you and your assistants/office staff to learn more about IAAP by visiting the organization's website at www.iaap-hq.org or our Chapter website www.tricountyiaap.com

Thank you in advance for any assistance you can provide in our goal to have an outstanding professional organization that gives back to the community. Should you have any questions, please feel free to contact me.

Sincerely,

Beverly A. Frye
APD Committee Chair
Tri-County Chapter IAAP