

Hi everyone,

Congratulations to one and all for a wonderful mock go-live event yesterday – I can't imagine how it could have gone any better. Thanks so much for putting so much effort and thought into your jobs/roles!

Next Monday, June 30<sup>th</sup> from 1:00 – 5:00 pm, we will again be closing the Job Link office so that we can do a final preparation for the implementation of Integrated Services on Tuesday, July 1<sup>st</sup>. This will be a true work party, so please dress casually and comfortably.

Kathy and I walked the halls last night after the mock and came up with a lot of good ideas to spruce the place up and get it ready for Tuesday. In order to accomplish this, I need people to volunteer to be the lead on a few projects. **If you are interested in any of these tasks, please let Becky Mathias know your first(s), second(s) and third(s) choices, no later than 5 pm on Thursday, 6/26/07.** You can volunteer for more than one task too! (Becky – if you could email me a list of all the interests on Friday, I'd appreciate it.) If no one has expressed interest in a task, I'll be looking for volunteers on Monday. So, here's what we need:

- A. Flower arranging
- B. Moving furniture
- C. Making signs for the office (English and Spanish)
- D. Blowing up balloons (end of the day or morning of the 1<sup>st</sup>)
- E. Hanging pictures
- F. Computers (Josh?)
- G. Cleaning crew
- H. Detail Patrol (look for stuff we need to change)
- I. Room Sponsors (responsible for a particular area):
  - a. Old resource room
  - b. Old orientation room
  - c. Copy room
  - d. Cubicle area between Pam and employee entrance
  - e. Lobbies (inner and outer)
  - f. Resource room
  - g. EDD computer room/phone room
  - h. Computer lab
  - i. Multipurpose room hallway
- J. Other duties as assigned

Obviously, this is quite a long list and we'll prioritize tasks and get done what we can. Once again, things don't need to be perfect to start on July 1<sup>st</sup>!

We'll have a briefing meeting at 1:00 pm on Monday where assignments/directions will be given. We'll try to have some fun in the process!

I'm looking forward to seeing you then,  
Karen