

February 21, 2010

255 W. 80th Place
Merrillville, IN 46410
219-769-8180—Fax 736-6223



Old Courthouse Square, Room 206
Crown Point, IN 46307
219-663-1800—Fax 219-663-1989

ADMINISTRATIVE PROFESSIONALS APPRECIATION DAY

This luncheon is a wonderful way to show your appreciation and thanks to the multi-taskers in your office for their hard work and dedication throughout the year.

WHEN?

Wednesday - April 14, 2010

WHERE?

Gamba's Ristorante

455 East 84th Drive

TIME?

*Registration will begin at 11:30 with
Lunch Served at 12:00 Noon*

COST?

\$25.00 per Person

*Entertainment will be provided
Sponsored by: Horizon Bank*

The Crossroads Regional Chamber of Commerce will present all Administrative Professionals and Support Staff with a special gift along with a goody bag filled with promotional gifts and coupons donated by Chamber members.

If you would like to donate to the goody bag, please provide 150 items to the Chamber office by Friday, April 9, 2010. A few examples of acceptable goody bag items are: Discount coupons, pens, pencils, mugs, post-it notes, key chains, coasters, magnets.

We are also accepting door prizes with a minimum \$25 value.

Please fill out the registration and payment information located on the reverse side of this flyer to join us at this luncheon.

Reservations and pre-payment are MANDATORY. No reservations will be sold or available at the door.

Seating is limited, and will be assigned by paid reservation(s) only.

Deadline for RSVP'S is Friday, April 9, 2010 by 4PM.

Reservations turned in without payment will not be accepted.

Registration and Payment Information →



ADMINISTRATIVE PROFESSIONALS APPRECIATION DAY

Wednesday, April 14, 2010

Registration and Payment information

When making reservations, please be sure to include the names of ALL who are attending.

Seating is limited and assigned by paid reservation(s) only.

Deadline for RSVP'S is Friday, April 9, 2010 by 4PM.

Contact Name & Company _____

Telephone: () _____ Fax: () _____

Please provide name(s) of all Administrative Assistants/Support Staff below.

| | | | | | |
|-----------|------------|-----------|------------|-----------|------------|
| Last Name | First Name | Last Name | First Name | Last Name | First Name |
|-----------|------------|-----------|------------|-----------|------------|

| | | | | | |
|-----------|------------|-----------|------------|-----------|------------|
| Last Name | First Name | Last Name | First Name | Last Name | First Name |
|-----------|------------|-----------|------------|-----------|------------|

Please list managers, owners, bosses, etc. that will attend with the above listed staff:

| | | | | | |
|-----------|------------|-----------|------------|-----------|------------|
| Last Name | First Name | Last Name | First Name | Last Name | First Name |
|-----------|------------|-----------|------------|-----------|------------|

There is no limit to the amount of attendees, please provide names on additional page if necessary.

Number of Reservations _____ X \$25.00 each = _____

No Chamber Bucks

Please make checks payable to: Crossroads Regional Chamber of Commerce -OR-

_____ Visa _____ MasterCard _____ Discover _____ American Express

Name as it appears on Card (Please Print) _____

Credit Card # _____ Exp. Date _____

Cardholder Billing Address _____ Zip Code _____

Authorized Signature _____ Total \$ _____

Please send reservation(s) and payment to:

Crossroads Regional Chamber of Commerce Attn: Administrative Professionals Day, 255 W. 80th Place,
Merrillville, IN 46410 219-769-8180 Fax 219-736-6223

www.crossroadschamber.org

