



Honolulu-Pacific Federal Executive Board

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April 8, 2004

TO: FEB Members
FROM: FEB Executive Director
SUBJ: Exhibits for 2004 Excellence in Federal Government Awards Luncheon

The 2004 Excellence in Federal Government Awards Luncheon will be held on Tuesday, **June 8, 2004**, at 11:00 a.m. in the Hawaii Ballroom of the Sheraton Waikiki Hotel. The event will spotlight the federal community and recognize exceptional federal employees. The theme for this year's event is "**The Fire Within the Star – Federal Excellence.**" Attached is information about the luncheon, menu, ticket cost, etc.

The FEB invites your agency or command to set up an exhibit in the lobby outside the ballroom on that day. Displays can include the history of your organization, quality of worklife in your agency, employees at work, a special program within your agency or current initiatives. These exhibits will provide your agency or command a great opportunity to demonstrate the important contributions your employees provide to the state and our community. The displays may be setup between 8:00 – 10:00 a.m. and should be available for luncheon participants and others to view before lunch.

I would like to encourage you to sponsor an exhibit that emphasizes the positive contributions your organization has provided in Hawaii. Reservations for exhibitors must be made by **Friday, May 14, 2004**. This is on a first come, first served basis, as there are a limited number of spaces.

Should you have any questions or wish to reserve exhibit space, please contact Janice Wong, Customs & Border Protection, at 808-356-4191 or you may email her at janice.l.wong@dhs.gov.

If the person responsible for the exhibit would like to attend the luncheon, tickets can be purchased from your agency ticket coordinator or the FEB office at 541-2637 or email gareese@hpfeb.org.

A handwritten signature in black ink that reads "L.A. Burke". The signature is written in a cursive, flowing style.

L. A. Burke
Executive Director
Honolulu-Pacific Federal Executive Board

Attachment