



Ventura County Commission for Women

505 Poli Street Mail Code: 4400 Ventura CA. 93001 652-7611 or 529-2060 x7611

2/8/91

TO: KATHY LONG
STACEY MACDONALD

FROM: BONNIE WARRINGTON *Bonnie*

RE: Conference / Sacramento 3/19/-3/20/91

All arrangements have been made.

Airline tickets will be delivered to me in a few days and I will get them to you.
The arrangements we were able to make are as follows:

Sky West	LV Santa Barbara	8:15am	3/19	AR	SACRO	9:40am
Airlines	LV Sacramento	2:45 pm	3/21	AR	SB	4:10pm

Hotel Reservations have been made with Beverly Garland Hotel. YOUR CONFIRMATION NUMBER IS "2/8/91-Jennifer". Total fees for both nights (one room,two beds) - \$155.40. I have requested check in this amount which you will hand-carry to the hotel and they will hold the room only until 6pm that date. I assured them that you would no doubt check in immediately upon arrival and will hand carry payment. Jennifer is Reservations Clerk if there is a problem (she has no last name!). There is van service from the Airport directly to the Hotel (no cost to you). Direct telephone line in Lobby of Airport Terminal to the Hotel. Call them while you are waiting in baggage claim and they will be enroute.

Check for the Conference Registration has also been requested and I should have it in about 2 weeks. I will send it in for you with your workshop requests. Copies of the registration as well as the check will be provided to you prior to your departure. This information goes directly to the CA Commission.

Hope that you have a great trip and bring back wonderful ideas as well as sharing our things. A reservation for a Resource Table has been made but more on that as I continue to talk to state office.

(Over)

If you have any incidental expenses (food, materials you might purchase relative to particular Commission projects, etc) please get a receipt for each item. Also note speedometer readings on your automobile so we can also reimburse you for the travel to and from Santa Barbara. Also costs for parking at the SB terminal - get receipts.

More information - will be provided in the next few weeks.

2/8/91

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STACEY MCKINLEY
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SUBJECT: Conference / Sacramento
3/19-3/20/91

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Alhambra	IV Sacramento	3:45 pm 3/21	AR SB	4:10pm	

Hotel Reservations have been made with Beverly Garland Hotel. YOUR CONFIRMATION NUMBER IS "123456789". Total fees for both nights (one room, two beds) - \$125.40. I have requested check in this amount which you will hand-carry to the hotel and they will hold the room only until that date. I assured them that you would no doubt check in immediately upon arrival and will hand carry payment. Jennifer is Reservations Clerk II there is a problem (she has no last name). There is van service from the Airport directly to the Hotel (no cost to you). Direct telephone line in lobby of Airport terminal to the Hotel. Call them while you are waiting in baggage claim and they will be sure.

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