

Kiwanis Club of Menlo Park



Reply c/o John Claude
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July 20, 2007

JC Brandon

Reference: Kiwanis Presentation on **TUESDAY, August 28, 2007**

Topic: 'How institutions have changed how they invest since 1990 - and how that can help you' / 'MPT in 2007'.

Dear Mr Brandon,

Thank you for agreeing to be our speaker. We look forward to hearing you.

Plan on arriving at the Recreation Center at 11:50 AM for 10 minutes of schmoozing followed by our gourmet buffet lunch until 12:30. 12:30 to 1:00 is for Kiwanis business: Song, Pledge, fines, announcements and general fun. A map to our meeting location is attached with driving instructions. If you might need it you may plan on using our brand new industrial strength Power Point projector, and of course a large screen and new sound system.

At 1:00 sharp you will be introduced to talk for 20 to 25 minutes followed by questions. If any speaker is still talking at 1:30 a magic hook appears and yanks him or her from the podium so we can close our meeting. *This has never been necessary.*

You can be sure that there will be lots of questions. Again, we look forward to hearing from you.

Thanks again.

Sincerely yours,

John Claude
President and Temporary Program Chair

Copies Via Email to: Robert Swezey, Damon Wedding