



County of Henrico, Virginia

Interoffice Memorandum

TO: Agency Heads & Key Officials

SUBJECT: NACo Conference Employee Staffing

FROM: County Manager

DATE: April 17, 2007

Most of you are aware, the 2007 National Association of Counties (NACo) Annual Conference will be held here in Virginia this year from July 13 - 17. Henrico County is a joint sponsor of the conference, along with many surrounding localities. The national event will draw approximately 4,000 local government officials and their family members to our state. The 2007 NACo conference coincides with America's 400th Anniversary celebration; therefore, the theme for this year's conference is "Come Home to Virginia."

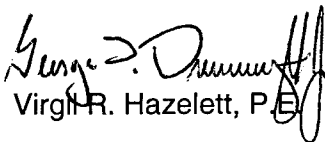
Localities of the Richmond region, as well as many other counties in the Commonwealth, are working together to ensure that our guests are well taken care of and our state "shines" for them. County employees are needed to help staff the event and assist in a number of important roles. There are various opportunities and locations available to choose from. Assistance will be needed at the Greater Richmond Convention Center (the primary conference site), as well as Richmond International Airport, and multiple hotels downtown and in the surrounding Richmond area.

As you can well imagine, the success of this national event will depend largely on the satisfaction of our guests from across the country. Excellent customer service skills and hard work will be essential to ensuring all the details are taken care of for them. Help will be needed with everything from welcoming the guests at the airport, to assisting them with registration, to helping them find their way around.

Attached to this memo is a flyer and brochure which provides more details and the website to register to be a "conference volunteer": www.NACo2007.org. All County employees will receive the flyer in the May 4 edition of the *Personnel Update*. If you have questions or need more information, contact Rhonda Majzer, County Volunteer Coordinator, at (804) 501-5231 or maj01@co.henrico.va.us.

An orientation/training session will be held prior to the conference in late June or early July. Currently, the exact date and location is undetermined, but more information will be forthcoming in the weeks ahead.

I am in full support of our employees serving at this event. Of course, please assess your needs carefully within your department, but be liberal with their requests to be of assistance. This will be a great opportunity to make our state "shine" for those who "Come Home to Virginia!"

for 
George R. Hazelett, P.E.

Attachments

Henrico County Employees... We Need Your Help!

for the

2007 NACo Annual Conference & Exposition

July 13-17, 2007

Greater Richmond Convention Center



- Put your excellent customer service skills to use as a: Shuttle Bus Ambassador, Welcome Desk Assistant, Wayfinder, or Registration Assistant.
- Choose from a variety of available shifts and locations, obtain your supervisor's approval, and register online.
- Attend an orientation/training session prior to the conference.
- Find out more details and information and/or register to volunteer at:

www.NACo2007.org

or contact Rhonda Majzer (804) 501-5231, maj01@co.henrico.va.us.