



**Delaware
Chapter IAAP**

2009-2010

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***Membership
Chair***

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www.iaap-delaware.com
IAAP Website:
www.IAAP-hp.org
Ohio Division
Website:
www.IAAP-Ohio.org



The Inspired Filer
Tips and Tools from Pendaflex®

March 8, 2010

The Delaware Chapter of IAAP would like to extend a cordial invitation to all Administrative Professionals and Management to attend our annual Administrative Professionals Day Luncheon to be held on Wednesday, April 21, 2010 at the Board of Elections at 2079 U.S. Rte. 23 N., Delaware, Ohio. We are planning a luncheon buffet hosted by All Occasions Catering. The cost for the lunch and program is \$15.00 per person **if** your reservation and payment is postmarked by April 5th, **after** April 5th the cost is \$17.00 per person. The registration form for the luncheon is attached and should be returned to Diane Blevins CPS, c/o DCBDD, 106 Stover Drive, Delaware, Ohio 43015 along with your payment.

Our theme for the 2010 program is “**Got Paper**” and will be presented by Kristine Majda of ESSELTE (Pendaflex).

Kristine has been the Sr. Account Manager with Esselte for 15 years covering Michigan, Ohio and suburban Chicago. She is a graduate of Central Michigan University with a BA in Journalism-PR and a member of Zeta Tau Alpha Sorority.

Kristine enjoys working with and supporting all local IAAP Chapters.

We are thrilled to have Kristine Majda as our guest speaker and look forward to an exciting program for everyone attending. The deadline for reservations is Wednesday, April 14, 2010.

We look forward to seeing you at this fun-filled program.

Sharon J. Cole

President, Delaware Chapter of IAAP



Administrative Professionals Day Luncheon

Wednesday, April 21, 2010

Board of Elections – Conference Room
 2079 U.S. Rte. 23 N. (Next to Big Lots w/Plenty of Parking)
 Delaware, OH 43015
 11:30 am – 2:00 pm
 Sponsored by the Delaware Chapter IAAP



Silent Auction and Door Prizes
 Free Avery Sample Pack for each Attendee
 And other goodies!



Buffet Lunch by All Occasions Catering

Menu Includes:

- Marinated Chicken Breast Tenders
- Pasta Station w/Alfredo & Marinara Sauces with Sautéed Vegetables
- Vegetable Medley, Parsley Potatoes
- Tossed Salad w/dressings & toppings
- Rolls & Butter
- Iced Tea, Lemonade & Ice Water
- Dessert

EARLY BIRD ?

EARLY BIRD Reservations-\$15.00 Person

if POSTMARKED by Monday, April 5th, 2010

After April 5th, 2010, Reservations are \$17.00 Per Person.

Deadline for Reservations: Wednesday, April 14, 2010

Membership Opportunities

Public Welcome

www.iaap-delaware.com

For Information Contact:
 Sharon Cole, Chapter President
 Email: coleslaw58@yahoo.com



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Tips and Tools from PendaFlex®

“Got Paper” Presented by
 Kristine Majda of Esselte



REGISTRATION FORM (DUPLICATE AS NECESSARY)

Please make reservations for the following persons: _____
 (Attach separate sheet if necessary)

Company or Organization: _____

Address/City/State/Zip: _____

Contact Person Name & Phone #: _____

To receive reservation confirmation, please include your email address:

Enclosed is a check for _____ reservations at \$15.00 or \$17.00 per person = Total \$ _____
(Circle price)

Payment MUST accompany your reservations. *No Refunds after Monday, April 12th, 2010*

Send payment & registrations to: Diane Blevins CPS, c/o DCBDD, 106 Stover Dr., Delaware, OH 43015
 Sorry, No Advanced Reserved Seating

AN ADVERTISING OPPORTUNITY

With the Delaware Chapter IAAP
(International Association of Administrative Professionals)
www.iaap-delaware.com

An Interest has been expressed by many In regards to advertising opportunities with the Delaware Chapter IAAP, therefore we are offering you the opportunity to advertise in the Program for our annual Administrative Professionals Day/Week Luncheon to be held on Wednesday, April 21, 2010. Should you want to advertise in our luncheon program, please contact Sharon Cole by phone at 740-747-2250 or by email at coleslaw58@yahoo.com (be sure to Indicate "Advertising Opportunity" In the subject line). Advertisements should be sent preferably via email in either Microsoft Office or PDF formats. Payment can be made to:
Delaware Chapter IAAP, c/o Diane Blevins CPS, DCBDD,
106 Stover Drive, Delaware, Ohio 43015.

Deadline for this advertising opportunity is Wednesday, April 14th, 2010.

Minimal Cost is \$10.00

One Business Card Size Ad

in our April 2010 **APW Luncheon Program**

Advertising your company/agency/organization, and/or your appreciation of your administrative professionals, etc.

See
Sample
Business
Card



Delaware Chapter IAAP

International Association of Administrative Professionals

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