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台 北 西 區 扶 輪 社

###### Rotary Club of Taipei West

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2019.12.16

Rotary Club of West Honolulu:

Thank you for planning to attend our 65th Anniversary Festivities. At this time, we would like to remind you the following important logistic issues. Your full cooperation will make this event a great memorable event for all of us.

1. Items for the Club President:

1.1 Please submit your personal photo and your Congratulatory message draft .

Deadline: January 31, 2020.

1.2 Welcome Party Speech (~1 min) and gift exchange

Deadline: None.

1.3 Congratulatory message for Rotary Club of Taipei West 65th Anniversary Celebration (~2min).

(It is ok to be the same as item 1.1).

Deadline: January 31, 2020

2. Event participation and sign up sheet (Attachment B).

2.1 Photo;

2.2 Full name;

2.3 Club position;

2.4 Welcome party (March 17th, Registration: 6pm; Banquet start: 6:30pm);

2.5 Touring the National Palace Museum (Date: March 18th, Time: 9:00~14:00);

2.6 Taipei West Rotary Club 65th Anniversary Ceremony and Dinner Banquet (March 18th, Registration: 5pm; Ceremony and Banquet start: 5:30pm);

2.7 Flight information;

2.8 Hotel information;

2.9 Other information. Deadline: January 31, 2020.

Thank you for your patience and cooperation !