



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

January 16, 2009

Belinda Buescher  
12011 Government Center Pkwy.  
Suite 500  
Fairfax VA 22035-1102

Via e-mail: Belinda.Buescher@fairfaxcounty.gov

Dear Ms. Buescher:

Congratulations to the appropriate representatives on being invited to come before the Fairfax County Board of Supervisors on Monday, January 26, at 9:30 a.m., to receive a proclamation to designate January 30, 2009, as Earned Income Tax Awareness Day in Fairfax County. Please forward this letter to all who should be invited for this recognition. If you have additional questions, please call the Office of Public Affairs at 703-324-3187, TTY 711.

## **REGISTRATION**

The Board of Supervisors is scheduled to begin its meeting at 9:30 a.m. on Monday, January 26. The designated speaker (the individual accepting the presentation who will stand at the podium) is asked to check in with a member of the Public Affairs staff at least 15 minutes prior to the meeting (no one else needs to check in). This staff member will be in the main lobby of the Government Center. A sign stating: "Presentation Check In" denotes the registration table. At check in, please advise others with you to put their electronic devices on silent mode or turn them off.

## **PRESENTATION**

When it is time for the presentation, all will be invited to the front of the Board Auditorium to be recognized by the Board of Supervisors. For certain presentations, the Board may also invite family and other guests to join the group. For this reason, it is most convenient to select a seat closer to the front of the Board Auditorium. Following the Board's remarks, the chairman will offer an opportunity for the designated spokesperson to acknowledge the recognition. Those comments should be limited to one or two minutes. After the acknowledgment, the chairman will invite all to come forward and a photograph will be taken.

## **AGENDA**

There are usually six to 10 presentations scheduled at the beginning of the meeting. Upon your arrival, you will receive a copy of the agenda so that you can learn the order of the presentations. The order is subject to change.

## **MEDIA COVERAGE**

All meetings of the Fairfax County Board of Supervisors are public meetings and are broadcast live on Fairfax County government's cable channel 16. Media representatives also may be present and may seek interviews with you. In some instances, you may be contacted by the media at a later date.

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**Office of Public Affairs**  
12000 Government Center Parkway, Suite 551  
Fairfax, VA 22035  
703-324-3187, TTY 711, Fax 703-324-2010  
[www.fairfaxcounty.gov](http://www.fairfaxcounty.gov)

**CABLE TELEVISION CHANNEL 16**

The meeting of the Fairfax County Board of Supervisors is broadcast live on Fairfax County government's cable television channel 16 beginning at 9 a.m. The morning session is replayed on the following day, Tuesday, beginning at 8 p.m. A replay of the entire meeting is cablecast each Saturday following the Monday meeting beginning at 10 a.m. If you would like a copy of the video clip of your presentation, you may contact the channel 16 office directly at 703-324-5930, TTY 711. There is a nominal charge for this service.

**PRESENTATION PHOTO**

For your convenience, our goal is to process and have the picture of each presentation posted on the Web site at [www.fairfaxcounty.gov/opa/presentations.htm](http://www.fairfaxcounty.gov/opa/presentations.htm), by Tuesday morning after the presentation is made. This will enable the photo to be downloaded for your use or forwarded to others. For best results of the photo, dark, plain clothing with no bold prints or patterns should be worn.

**NONDISCRIMINATION POLICY**

Fairfax County is committed to a policy of nondiscrimination in all county programs, services and activities and will provide reasonable accommodations upon request. To request special accommodations, call 703-324-3151, TTY-703-324-3903. Please allow five working days in advance of events in order to make the necessary arrangements.

Again, congratulations on this recognition by the Board of Supervisors. For more information, call the Office of Public Affairs, 703-324-3187, TTY 711.

Sincerely,



Bill Miller  
Public Information Officer

enclosure: Directions to Government Center