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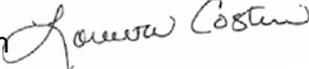
Loretta Costin, Chancellor
Division of Career and Adult Education



January 6, 2011

MEMORANDUM

TO: District Career and Technical Education Directors
Technical Center Directors
Florida College Occupational Deans

FROM: Loretta Costin 

SUBJECT: CTE Day on the Hill - February 17, 2011

The Third Annual CTE on the Hill Day, in celebration of National CTE Month, is right around the corner. This year's event will take place Thursday, February 17, 2011. This year we have the Capitol's rotunda, 2nd and 4th floors, as well as the courtyard areas reserved for the special day. The event kick-off will take place at 9:00 a.m.

We are very excited about this opportunity to "show off" our outstanding Career and Technical Education programs. We will be recognizing special guests, our business partners, as well as the state and national Career and Technical Student Organization (CTSO) officers and teachers in attendance.

CTE programs and CTSO organizations from around the state are encouraged to attend the event and to participate by bringing displays and/or demonstrations to showcase the wonderful activities and the rigorous and relevant learning that takes place in our classrooms and student organizations every day!

The following guidelines must be adhered to:

1. Any cooking devices requiring compressed gas cylinders or other combustible substances will be arranged in an area outside of the Courtyard (east of the planters and/or security bollards). Charcoal, Sterno fuel canisters or wood burning devices would be acceptable in the courtyard. **Please let me know your specific electricity needs. We can request more power if necessary but it must be done in advance.**
2. The use of the Rotunda is restricted to ten, six-foot tables, and must have a specific configuration. There is space for only two tall displays (those exceeding 6' tall).

3. No part of a display will be hung from the ceiling, affixed to the walls, or protrude higher than 6' tall on the Plaza Level.
4. No display will be hung from the rotunda railings that extend below the floor level.
5. No amplified sound, choirs or musical instruments will be permitted in the rotunda. These activities should be planned for the courtyard, if space is available. This stipulation shall not impede any official Legislative or Governmental function.
6. Delivery of tables, chairs, bulk items, and displays in the Plaza Level Rotunda must be brought in through the Service Drive off of Jefferson and Adams Streets. The Service Drive opens at 7:00 AM and closes at 5:30 PM, unless arrangements are made in advance. Small, hand-held items may come through the Plaza Level security check point. All items must be scanned, so allow for additional time.
7. Please plan to be set up no later than 8:00 AM and to begin take-down at 3:00 PM.

There are very specific guidelines that must be followed. Most importantly, a complete diagram of the planned activities must be turned in to the capitol staff 30 days prior to the event which means ***we must know by January 18th if you intend to participate and what your space needs will be.*** I will have tables and chairs available. Please let me know your specific needs.

Finally, please contact your local legislators and invite them to visit the display and to meet and speak with the students – it is an excellent opportunity to see our Career and Technical Education programs in action!

Please direct any questions to Jodi Tillman by e-mail at Jodi.Tillman@fldoe.org or telephone at 850-245-9439.

I look forward to seeing you all in Tallahassee soon!

LC/jt