**Great Lakes Region**

**Faculty Reminder to Ship Kits (email)**

Dear Faculty Members,

It's time to ship kits for seminar next month. You may ship them anytime now, but they absolutely need to arrive by \_\_\_\_\_\_\_\_\_. You will be shipping them to our Registrar, \_\_\_\_\_\_\_\_\_\_\_\_\_, since she has a secure location for delivery. Her mailing address is:

Her home phone number is  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in case you need it.

\_\_\_\_\_\_\_\_\_\_\_\_\_ is copied above and it would be helpful, if you get a tracking number, for you to share it with her when you do your shipping. She will let you know when your kits have been received.

We had our last formal seminar committee meeting yesterday, and it's getting very exciting for us to be so close to seminar. Looking forward to seeing all of you soon!

Thanks,

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