

DEPT. OF LAW, JIWAJI UNIVERSITY GWALIOR

By- Rahul Mishra
(Guest Faculty of English, Jiwaji Univeristy)

NOTICE WRITING CLASS 2

Format for Official/Non-Official Meetings' Notice

- Date
- Time
- Venue
- Agenda/Purpose
- Expected Attendees
- Specific Instructions
- Contact Person/Address



National Fire Protection Association

1 Batterymarch Park, Quincy, MA 02169-7471
Phone: 617-770-3000 • Fax: 617-770-0700 • www.nfpa.org

TO: Technical Committee Members on Data Exchange for the Fire Service
FROM: Orlando Hernandez, Staff Liaison
DATE: November 30-December 1, 2011
SUBJECT: NFPA 950 Pre-First Draft Meeting Notice

Date(s): November 30-December 1, 2011

Meeting Location: Crowne Plaza Resort
130 Shipyard Drive
Hilton Head Island, SC 29928
PH: 803-842-2400

Meeting Time(s): The meeting is scheduled from 8:00 am to 5:00 pm (appropriate time zone) on the first day and at the discretion of the Chair for the remainder of the meeting dates.

Accommodation and Travel Information:

For your convenience a fixed number of sleeping rooms have been blocked for this meeting at the rate of \$94.00 per night. **This room rate will be available until 11/8/11 or until the group block is sold-out, whichever comes first.**

NFPA's official travel agency, Colpitts World Travel, can assist you with your travel arrangements and is able to offer discounted fares with American, Delta and United Air Lines as well as Avis Car Rental. Colpitts can be reached at 617-984-7313 or 800-795-9500.

Additional Meeting Information:

The agenda and any other meeting materials will be mailed to you at a later date. As always, feel free to contact me if you have any questions at 617-984-7489.

Please remember that attendance at Committee Meetings is required in accordance with the Regulations Governing Committee Projects.

C. Standards Administration

5. Format for Events' Notice

- Name
- Objective/Purpose/Occasion
- Date
- Time/Duration
- Place/Venue
- Qualifications/Eligibility/Conditions
- Contact Person/Address
- Specific Instructions

Depending on specific occasions, it is acceptable to use background images, logos or graphic representing the event.

AUDITION NOTICE:



POLARIS dance

Company Auditions
Sun Nov 6 1:00PM

Polaris is seeking male and female dancers to perform in its 2011/12 performance season. Rehearsals begin immediately & are ongoing. Audition will be directed by Polaris Dance Theatre's Artistic Director, Robert Gultron and rehearsal Director M'Liss Stephenson. Dancers must be technically proficient in a variety of dance disciplines including ballet, contemporary, aerial, jazz and have strong partnering skills. Must be available for tour in and out of the country.

Please bring resume & head shot and arrive by 12:30 PM to sign in and warm up.
Please email to your reserve space: info@polarisdance.org

Polaris Dance Center - 1501 SW Taylor Portland OR 97214
503.380.5472

If you cannot attend the audition and you are interested, please mail resume, headshot and video sample to:
Polaris Dance Theatre 425 SE 3rd Ave. #202 Portland, OR 97214

6. Format for Lost and Found Notice

- Lost and/or Found Object
- Date
- Approximate Time lost or found
- Place
- Identification marks (color, size, distinct features)
- Content
- Contact person, when and where to contact

Title of Lost or found Notice	
Lost: (Description of the Lost Object)	
Found: (Description of the Lost Object)	
Full Description/Content	
<hr/>	
<hr/>	
Place Lost or Found	<hr/>
Date	<hr/>
Approximate Time	<hr/>
Contact Person (Specific time and place to contact)	<hr/>

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7. Format for Name Change Notice

- Eye-catching heading
- Current Name
- Address
- New Name
- Reason for changing

IN THE MATTER OF: _____
(your current name)
FOR CHANGE OF NAME TO: _____
(new name)
* * * * *

* IN THE
* CIRCUIT COURT
* FOR
* _____
* Civil No.: _____
* * * * *

**NOTICE
(Adult)
(DOM REL 61)**

The above Petitioner has filed a Petition for Change of Name in which he/she seeks to change his/her name from _____ to _____
(your current legal name)
_____. The petitioner is seeking a name change
(name you want)
because:

Any person may file an objection to the Petition on or before the _____ day of _____, _____. The objection must be supported by an affidavit and served upon the Petitioner in accordance with Maryland Rule 1-321. Failure to file an objection or affidavit within the time allowed may result in a judgment by default or the granting of the relief sought.

A copy of this notice shall be published one time in a newspaper of general circulation in the county/city at least fifteen (15) days before the deadline to file an objection.

CLERK

8. Format for Future Tours/Fairs/Exhibitions/Camps' Notice

- Name and Nature of activity
- Occasion
- Venue
- Objective (information, awareness, appeal, etc.)
- Dates/Timing
- Expected Expenses
- Beginning/Conclusion Dates
- Duration (From... To...)
- Contact Information
- Specific Instructions

DEPT. OF LAW, JIWAJI UNIVERSITY GWALIOR

By- **Rahul Mishra**
(Guest Faculty of English, Jiwaji Univeristy)

Maidenbower Junior School

Harvest Road Maidenbower Crawley West Sussex RH10 7RA
Tel: 01293 883758 Fax: 01293 889409
Email: office@maidenbowerjunior.w-sussex.sch.uk
Headteacher: Mrs E Jenkins BA (Hons) PGCE NPQH



22nd February 2018

Dear Parents/Carers,

Y3 Fishbourne Roman Palace trip

As part of our exciting topic this term, we are visiting Fishbourne Roman Palace.

The year group will be split into two groups as the Palace are unable to accommodate the whole year group at one time.

Friday 16th March 2018 **3SB and 3LH**
Monday 19th March 2018 **3CS, 3OC and 3SR**

We will be leaving school at 9.15am and we expect to return to school at approximately 3.30pm.

The children will need to have a packed lunch for the day, including a suitable drink. They will need to wear full school uniform, including a tie and school shoes. They will also need to bring a warm, waterproof coat as some of the exhibits are outside.

If the return time is likely to change, you will be contacted via Teachers 2 Parents at the earliest opportunity.

If your child normally has a hot school lunch, this will need to be cancelled on the required date.

The cost for the trip is £13.00. Please sign and return the permission slip below by Monday 12th March 2018.

Yours sincerely,

Mrs Busbridge
Y3 Lead

Y3 Fishbourne Roman Palace trip

I give permission for _____ to go on the Fishbourne Roman Palace trip:

I have paid £13.00 by
 SchoolMoney.co.uk
 Cheque
 Cash

Class _____ Signed _____

Date _____

Curious Children Growing Massive Minds