



MEMORANDUM

Date: July 17, 2018

To: The Honorable Chairman and Members
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator 

Re: **Formatting of Invitations or Announcements Related to County Events**

Pima County frequently hosts events or projects that require an invitation, announcement or program, any or all of which include the name(s) of the host(s) or sponsor(s). The following is provided in order to clarify how the County and/or individuals should be identified.

Any public event that is sponsored and paid for by a Pima County Department other than an individual elected official shall state:

Pima County Board of Supervisors,
Name of Board Member who represents the District in which the event is located
And
Pima County (Insert Name of the Department)
And (if appropriate)
(Insert Name of Additional Sponsoring Organization or Foundation)

While it is acceptable to note the name of the supervisor who represents the district in which the project is located, the invitation or announcement should first identify the full Board of Supervisors so that the impression is not given that a particular Board member is responsible for bringing the event, project or program to the public.

Members of the Board of Supervisors may be listed as a group, identifying first the Chair and then listing the other members in order by district as illustrated below:

(Pima County Dome Logo)
PIMA COUNTY BOARD OF SUPERVISORS
Richard Elías, Chairman, District 5
Ally Miller, District 1
Ramón Valadez, District 2
Sharon Bronson, District 3
Steve Christy, District 4

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County staff and members of any hosting board, commission or committee may also be listed.

If staff is included, they should be listed in the following order:

- County Administrator
- Chief Deputy County Administrator
- Deputy County Administrator
- Assistant County Administrator
- Department Director

Members of a board, commission or committee should be listed in alphabetical order.

CHH/mp

c: Jan Leshar, Chief Deputy County Administrator
Carmine DeBonis, Deputy County Administrator for Public Works
Tom Burke, Deputy County Administrator for Administration
Dr. Francisco Garcia, Assistant County Administrator for Community and Health Services
Wendy Petersen, Assistant County Administrator for Justice and Law
Nanette Slusser, Assistant County Administrator for Public Works
John Voorhees, Assistant County Administrator