

Exhibit 2

Supporting Documentation

Memo

To: Tracey Anthony, Facilities Management and Site Acquisition Management
From: Doris Walden, BCSF Director
CC: JP Keener, BC Science Specialist, Mike Roland, BC Activities Director
Date: 1/10/2005
Re: Site for BCSF

2005 Broward County Science Fair

Where: Coral Ridge Mall

When: Feb. 3-5, 2005

Who: Sponsored by School Board of Broward County
57 schools involved both public and non-public
600 students
120 Judges
10 Executive Committee Members

Cost: No cost to the School Board of Broward County

Calendar:

- ⇒ Feb. 2, 2005 – Set up 240 tables for fair after store hours. 130 chairs will also be used in the judging chamber, executive committee work area, and workshop for state fair students.
- ⇒ Feb. 3, 2005 – Students come in to register and set up their individual projects to exhibit between 3:pm to 8:00pm.
- ⇒ Feb. 4, 2005 – Judging all day: Committee will arrive around 7:00am and leave around 11:00pm. Students will bring a chair or stool and stay by their projects the full day.
- ⇒ Feb. 5, 2005 – Fair open to public
- ⇒ Feb. 6, 2005 – Workshop for State Fair Winners, students take projects home, tables taken down after store hours

Needs for the operations of the Fair:

- ⇒ 240 tables with plastic table clothes distributed throughout the mall.
- ⇒ Room or sectioned off place for the Judges on Feb. 4. All day and into the evening.

- ⇒ Judges will be catered for breakfast and lunch. Also, a powerpoint is presented to judges. This means we need outlets in the judging area.
- ⇒ Students will go to lunch between 12:00 pm and 1:30pm. Need enough food centers and restrooms to accommodate 600 students and around 200 adults on this day. Science competition coordinators stated that they may encourage students to bring their lunch.
- ⇒ Need a secure room for committee members. Computers, printers, and supplies will be secured in this area. Need lights, Air condition, tables, and electricity.