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| --- | --- | --- | --- | --- | --- | --- |
| **ORGANIZATIONAL INFORMATION** | | | | | | |
| Requested by: | | Babila Lima | | | | |
| Organization: | | Department of General Services | | | | |
| Telephone: | | 410 396 1733 | | Email: | [Babila.lima@baltimorecity.gov](mailto:Babila.lima@baltimorecity.gov) | |
| Website: | | [program article](https://technical.ly/baltimore/2018/02/01/code-schools-linking-students-work-baltimore-city-government/) | | | | |
| **EVENT/MEETING INFORMATION** | | | | | | |
| Name of Event | | | Baltimore City & Code In The Schools Internship Pipeline Showcase | | | |
| Date (Event): | | | May 24, 2018 | Day of Week:  *(Monday, Tuesday, etc.)* | | Thursday |
| Start Time (Event): | | | 6:30pm | End Time (Event): | | 8:30pm |
| Mayor’s Time (Event): | | | 6:45pm start time **--**  7:15pm end time | | | |
| Event Location: *(Please include street address)* | | | Impact Hub   10 E North Avenue | | | |
| Purpose:  *(Brief Description)* | | | The event is the hackathon/ showcase for the high school students participating in the youth internship for computer programming jobs between City & Code In The Schools. The Mayor’s role is to show support by offering opening remarks. | | | |
| Proposed Staff: | | |  | | | |
| Briefing prepared by: | | | Ryan Trout | | | |
| |  | | --- | |  |   Citation   |  | | --- | |  |   Proclamation | | | Date Requested: | | | |
| **CONTACT INFORMATION for Event** | | | | | | |
| Name: | | Babila Lima | | | | |
| Title: | | Dir. Business Process Improvement Office | | | | |
| Office Phone: | | 410 396 1733 | | Cell Phone: | | 443 326 5126 |
| Fax: | |  | | Email: | | Babila.lima@baltimorecity.gov |
| **MAYOR PUGH’S ROLE** *(Type an ‘x’ mark in each box that applies):* | | | | | | |
| |  | | --- | |  |   Attend Only   |  | | --- | |  |   Offer Greetings or Welcome   |  | | --- | | X |   Give Brief Remarks   |  | | --- | |  |   Keynote Address or Speaker   |  | | --- | |  |   Mistress of Ceremonies   |  | | --- | |  |   Social Event | | | | |  | | --- | |  |   Being Honored or Given an Award   |  | | --- | |  |   Being Recognized—w/o Talking Points   |  | | --- | |  |   Walkthrough or Tour   |  | | --- | |  |   Planting or Digging   |  | | --- | |  |   Other: | | |
| Approved by: |  | | | Date Submitted: | |  |
| |  | | --- | |  |   Mayor will attend | |  | | --- | |  |   Mayor will not attend | | | |  | | --- | |  |   Representative | |  |