



# CLASS VII

## BUSINESS ETIQUETTE

**Tuesday, November 8, 2011**

**4:30 p.m. – 8:00  
p.m.**



**Petroleum Club  
100 N. Broadway in the Chase  
Building  
OGE Room, 35<sup>th</sup> Floor**

(Take the Chase Building elevator to the 35<sup>th</sup> floor.)

**Dress: Whatever you wore to work**

Special Note: Please let the LOKC office know without fail if you will miss this class: 463-3331 or [info@lokc.org](mailto:info@lokc.org).

**Petroleum Club  
100 N Broadway**

Parking is usually available in the Santa Fe Parking Garage adjacent to Chase Bank Tower. Enter the garage from E. K. Gaylord or Robert S. Kerr. It will cost you several dollars. Street parking is sometimes available—just plug the meter with enough change to get you to 5 p.m. and you should be good. Supposedly, they stop giving parking tickets after 5 p.m.

Take Elevator in the Chase Bank Building to the 35<sup>th</sup> Floor. The OGE Room is in the northeast corner.

Google Maps Link

[http://maps.google.com/maps?f=q&source=s\\_q&hl=en&geocode=&q=100+N+Broadway+Ave,+oklahoma+City+ok&sl=35.656383,-97.48108&sspn=0.012082,0.027874&ie=UTF8&hq=&hnear=100+N+Broadway+Ave,+Oklahoma+City,+Oklahoma,+73102&t=h&z=16&iwloc=A](http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=100+N+Broadway+Ave,+oklahoma+City+ok&sl=35.656383,-97.48108&sspn=0.012082,0.027874&ie=UTF8&hq=&hnear=100+N+Broadway+Ave,+Oklahoma+City,+Oklahoma,+73102&t=h&z=16&iwloc=A)





# CLASS VII

4:30 p.m. **Announcements and Bios**  
**Heath Clinton and Jennifer Wheeler, Program Co-Chairs**

**Class VII Bios**

- **Blake Jackson**
- **Giannina Marin**
- **Amy Padilla**
- **Kyle Powell**
- **Amber Schrantz**
- **Greg Stewart**

5:00 p.m. **Business Etiquette**  
**Hilarie Blaney**  
*Senior Vice President, Arvest Bank*  
*Corporate Etiquette and International Protocol Consultant*

7:30 p.m. **Meet in LAP Groups if desired**

8:00 p.m. **Adjourn**