



# PACE UNIVERSITY

163 WILLIAM STREET • 4<sup>TH</sup> FLOOR • NEW YORK, N.Y. 10038

OFFICE OF SPECIAL EVENTS

(212) 346-1360

Dear Sharon,

I am writing to thank you for the valuable service you provided to Pace University. The assessment of our special events division uncovered a number of tactical issues that needed to be addressed to create a more ordered and efficient special events program. It put before us some pressing problems of leadership, strategic planning and technology. Over the last 12-15 months our University Special Events and Presidential Events departments have been combined. You pointed out that it made sense that the two special events departments be combined and housed under University Relations in order to build and maintain a stronger, clearer, more cohesive and visible image. Also per your recommendation, the University implemented a central room reservation system that will result in efficient utilization of space and resources, an increased level of customer service and improved public relations within the Pace community.

Your time, strategic thought, enthusiasm, good humor and insight were invaluable to me throughout the process and your very detailed report showcased our strengths, detailed our areas in need of improvement and gave us critical timelines and information needed to implement your recommended changes.

Thank you so very much.

Sincerely,

A handwritten signature in blue ink that reads "Allison E. Sokaris". The signature is fluid and cursive, with a prominent initial "A" and "S".

Allison E. Sokaris  
University Director of Special Events  
Pace University