



MEMO

TO: Halloween Night Out Sponsor
FROM: Vanessa L. Leneer, CPRP
Florence Parks & Recreation Department

RE: City of Florence Halloween Night Out

Thank you for your interest in participating in the City of Florence's 14th annual Halloween Night Out, Tuesday, October 25th held at the Florence Government Center, 8100 Ewing Boulevard from 5:00 - 7:00 pm.

This event is a way for "trick or treaters" to participate in Halloween in a safe environment and at a reasonable hour. City departments, local businesses and organizations are a "Spooky Station" and interact with the children as they visit their table. Mascots from businesses are also on hand to entertain the children. We also conduct a drawing throughout the event.

Attached is a Spooky Station Sponsor form to complete. The City will list your company's name on our Sponsor board and announce your Sponsorship throughout the event. Opportunities are available to sponsor games, entertainment or to donate raffle items.

If you have a banner to display, feel free to drop it off by Friday, October 24 to hang on site. Also, if you have a mascot please let me know so we can include them in our press releases.

Please return the form by **Tuesday, October 18, 2016** to Florence Government center or fax to (859) 647-5438. Feel free to call if you have questions (859) 647-5439.

Thank you in advance for your support and hope you can attend the event!



Halloween Night Out
Tuesday, October 25, 2016
Florence Government Center
5:00 - 7:00 PM

SPONSOR FORM

Name of Business _____

Contact Person _____

Business Address _____

City _____ State _____ Zip _____

Business Phone (____) _____ Cell Phone (____) _____

E-Mail _____

Sponsor Opportunities (Check one): Game Rental ___\$30 ___\$55 ___\$125

Entertainment (Check one): ___\$225 Balloon Artists ___\$175 Magician

Raffle Donation _____ (Describe item)

Your company's name will appear on our Sponsor board and be announced throughout the event. You are invited to attend the event at the Florence Government Center, 8100 Ewing Boulevard. Activities will take place outdoors under tents rain or shine.

RETURN FORM BY TUESDAY, OCTOBER 18, 2016 TO:

Florence Parks & Recreation

8100 Ewing Blvd.

Florence, KY. 41042

(859) 647-5439 / (859) 647-5438 Fax

vanessa.lenear@florence-ky.gov

