



MEMO

TO: Spooky Station Vendor
FROM: Vanessa L. Lenear, 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 form to complete. The City will provide a table, tablecloth, activity or game and the children! You are responsible for providing treats for the anticipated **600** "trick or treaters" toddlers to 12 years of age.

If you have a banner to display, feel free to drop it off at least one week to the day before the event. If you do not have one a small sign identifying your spooky station will be provided. Also, if you have a mascot please let me know so we can include them in our press releases.

Plan to arrive by **4:30 pm**. In past years families tend to arrive by 4:50 pm. The event takes place rain or shine under tents in the front entrance of the building.

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. Look forward to seeing you at the event!



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

SPOOKY STATION FORM

Name of Business _____

Contact Person _____

Business Address _____

City _____ State _____ Zip _____

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

E-Mail _____

Spooky Station: City will provide an activity (craft or game), one chair, table and tablecloth. Business will provide personnel, literature, treats for **600** children and a banner with logo. Business may bring own game or activity.

Activity/Game _____

Plan to arrive at the Florence Government Center, 8100 Ewing Boulevard by 4:30 pm. 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

vanessa.lenear@florence-ky.gov

