



MEMO

Date: February 8, 2008
To: Katherine Padorr, City of Madison
From: Linda Breunig
CC: Dan Rashke
Subject: Blackhawk Neighborhood Picnic (pilot program) for the benefit of United Way

Per our phone conversations Catherine, please find below a high level outline of the Blackhawk Neighborhood Picnic in support of United Way, in which we are requesting the use of Swallowtail Park. Your suggestion was to send this document to you to assist in obtaining approval from the Madison Parks Commission.

The goal of the event is to pilot a program with the Blackhawk neighborhood, whereby the program is community minded, in hopes of building awareness of the United Way Agenda for Change to attract further leadership donors.

Details of the Event:

Date: May 31, 2008 (approximately 4 hours)
Location desired: Swallowtail Park
Approximate Number of Attendees: 240

The following plans/actions are being planned for:

- Invitations will be sent out
- Two tents will be secured
- A band will play for minimal amount of time
- Alderman Paul Skidmore will be notified
- Tables and chairs will be secured
- Porta Potties will be secured
- United Way volunteers will be available to assist in the education of the Agenda for Change
- Other volunteers will be secured to assure a smooth set up and clean up

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- Secure a Moon Walk for the children
- Beer, pop, juice boxes and bottled water will be served (NOT SOLD)
- Some food (i.e.; popcorn) will be served (NOT SOLD), other food options are being considered

It is our understanding from indirect and direct input of our neighborhood association and alder person, that given the event is of such small numbers and is not very disruptive or impactful, that a permit and related fees are not necessary.

Thank you Katherine. Per our discussions, Swallowtail Park has been reserved for this event. If you have any questions, you may reach me at 608-241-1900 ext. 4214 or my email address is linda@tasconline.com.

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