

14-1077

Carol Capes

From: Beth Hoefer <beth_hoefer@hotmail.com>
Sent: Wednesday, September 24, 2014 10:14 AM
To: Jeanette Fellows; Carol Capes
Cc: pageremmers@aol.com; Jennifer Andrews
Subject: Reception

Hi Jeanette,

We are all set for the artist reception for you on the 21st of October. Specific time to be determined, but likely 6:00 pm. I will be on vacation the week before the event, but I'll have you connected with our new Chair, Page, as a contact for anything you might need.

We generally put out some refreshments and invite the alderman, etc. to look at the collection in an open house format for approximately 30 minutes. I'm hoping the Mayor will be able to say a few words at the beginning of the Common Council meeting. I know you often put items on facebook - please encourage your friends and family to attend.

Carol,

Can you help organize the timing for this event with the Mayor and I can coordinate the invitation - I just need the information. I will have extremely limited e-mail access the week before the reception, but hopefully everything will be all set before I leave. Besides the invitation, I'm hoping you will be able to have a table for food set out. Please feel free to "respond all" so everyone is on the same page.

Thanks!
Beth