

From: [Threase Harms](#)
To: [Elizabeth Hansen](#)
Cc: [Dave Burgess](#)
Subject: Re: Windsor Wonderland
Date: Friday, November 16, 2018 2:45:12 PM
Attachments: [image001.png](#)

Thanks for your work on this. Much appreciated looks like we have a printing budget request of \$300

~Threase

Sent from my iPhone

On Nov 16, 2018, at 1:54 PM, Elizabeth Hansen <ehansen@windsorheights.org> wrote:

Hello Threase,

As promised, I found that the wingback chair came from Sarah Boots two years ago and three year ago the chair came from Jessica Vogel. They were from their homes so they did not cost the City.

Sorry that I could not be more helpful there.

750 8.5 x 11 color copies would cost \$375
20 11x17 color posters would cost \$40.00

Kinkos just quoted:

750 8.5 x 11 color copies would cost \$243.00
20 11x17 color posters would cost \$60.40

Sincerely,

<[image001.png](#)>

Elizabeth Hansen
City Administrator | ICMA-CM | ICMC
City of Windsor Heights (Pop.4860)
1145 66th St Suite 1 Windsor Heights, IA 50324
p: 515.279.3662 | f: 515.279.3664
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From: Threase Harms [<mailto:threase@advocacyiowa.com>]
Sent: Friday, November 16, 2018 1:22 PM
To: Elizabeth Hansen
Cc: Dave Burgess
Subject: Re: Windsor Wonderland

What can we do in kind? Printing?

~Threase

Sent from my iPhone

On Nov 16, 2018, at 1:14 PM, Elizabeth Hansen <ehansen@windsorheights.org> wrote:

Hello Threase,

Since we do not have Special Events funds available we should add this item to the Council meeting agenda for discussion and action on Monday, November 19th.

Could you please send me a written request for exactly what you are requesting? i.e . Just the chair rental? Cost of printing in the amount of ___? In-kind?

We would need the request by 3:30 p.m. today so we can amend the agenda and post the documents accordingly.

Sincerely,

<[image006.png](#)>

Elizabeth Hansen
City Administrator | ICMA-CM | ICMC
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From: Threase Harms [<mailto:threase@advocacyiowa.com>]
Sent: Friday, November 16, 2018 12:00 PM
To: Dave Schwartz; Michael Libbie; Louisa Dykstra; Elizabeth Hansen
Cc: Lauren Campbell
Subject: Windsor Wonderland

Good Morning All,

As previously discussed with all parties, we have scheduled Windsor Wonderland at Hy-Vee on Saturday December 8 from 9 am – Noon. HyVee is generously underwriting the majority of the event, but we still need to have a few expenses included including printing of posters and fliers and the Santa chair. I don't have a quote on printing yet, but the chair rental is \$250. Would the Chamber, Foundation or City have any funds to contribute to this event?

Please find the attached flier for your approval if you are interested in being listed as a contributing partner. I see this as of the special events in our community that we are all engaged in and can promote within and to our networks as we discussed in our special events work session.

We plan to have greeters at both entrances of the store to welcome folks and encourage them to participate in the activities. They will hand out map that will tell them where each activity is in the store. We will need volunteers for this. If a business/entity would like to “sponsor” a location, that would be welcomed. Let me know if you have any thoughts or would like to volunteer. I'm collecting volunteer names and will make assignments based on interest, time available and need. If you are aware of someone who's interested in helping, please have them contact me.

Activities throughout the store include:

Cookie decorating – we need 1-2 volunteers to help or it could be hosted by a business/organization

Letters to Santa & Coloring – the YMCA is hosting this station

Hot Chocolate – we need 1-2 volunteers to help or it could be hosted by business/organization

Picture with Santa- Lauren Campbell Photography will be taking pictures, HyVee has secured Santa and an elf and will hand out candy canes

Reindeer and Sleigh – will be available outside the front entrance of the store and people can take their own photos.

*HyVee is covering the costs of the cookie decorating, hot chocolate, Santa & elf, and the reindeer and sleigh.

Communications and Marketing:

• Akili designed the attached flier for your consideration and feedback. Please confirm if its ok to use your logo

• The flier will be made into posters and fliers to be posted and distributed at local schools, churches, daycare centers, businesses, etc

• HyVee will do bag stuffers as soon as this is approved and printed

• We will have this printed in the newspaper

• The WH Living Magazine and the DM Register will be notified of the event

• A Facebook event will be created and made available for sharing by all sponsors and participating organizations

I look forward to your feedback as soon as possible. Let me know what questions you have. Many thanks and have a great weekend!

~Threase

Threase A. Harms

President/CEO

Advocacy Strategies, LLC

[<image007.png>](#)

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[<image008.png>](#) [<image009.png>](#) [<image010.png>](#) [<image011.png>](#) Please
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