



## MEMORANDUM

### TOWN OF PONCE INLET, TOWN MANAGER DEPARTMENT

*The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.*

To: Jeaneen Witt, Town Manager  
From: Amy Zengotita, Parks/Rec Manager & Museum Educator  
Date: January 17, 2017  
Subject: *REQUEST FOR CO-SPONSORSHIP FOR ART GUILD OF PONCE INLET FINE ART SHOW – FEBRUARY 25 & 26, 2017*

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**MEETING DATE:** January 19, 2017

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#### **Background:**

The Art Guild of Ponce Inlet hosts the *Art Guild of Ponce Inlet Fine Art Show* annually at the Ponce Inlet Community Center. This year's *Fine Art Show* event is February 25 and 26, 2017 from 10:00am to 4:00pm. The event features original works, created by local artists available for purchase. Many residents attend each year and admission and parking is free. The Art Guild of Ponce Inlet is requesting co-sponsorship of these events for advertising purposes. Approval of this request will allow the events to be publicized on the Town's water bills, Facebook, and website. This event is exclusively held at the Ponce Inlet Community Center, and does not require a Special Event permit from the Town.

#### **Applicant's Request:**

Request for co-sponsorship of the *Art Guild of Ponce Inlet Fine Art Show* event scheduled for February 25 and 26, 2017; their co-sponsorship request is for use of advertising on the Town's website and water bill.

  
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Amy Zengotita, Parks/Rec Manager & Museum Educator

December 17, 2017

Date

#### **Attachments:**

1. Letter from Kathleen Schimmel, Publicity, Art Guild of Ponce Inlet, December 17, 2017.

Ms. Jeaneen Witt  
Ponce Inlet Town Manager  
4300 Atlantic Avenue  
Ponce Inlet, FL 32127

December 17, 2017

Dear Ms. Witt:

I was advised to request the Town of Ponce Inlet sponsor the Art Guild of Ponce Inlet's upcoming Fine Art Show and Sell. As a sponsor, we would appreciate it if you would add our event to both the website and water bill.

The annual Art Guild of Ponce Inlet Fine Art Show will take place February 25 and 26, from 10-4 each day. There will be original works, created by local artists available for purchase.

This annual event has taken place at the Ponce Inlet Community Center for a number of years and with great success. It has always been well attended with residents who come year after year. Admission and parking is free.

I will contact Valerie following your meeting and anxiously await your response.

Thank you for your consideration,

Regards,

A handwritten signature in cursive script that reads "Kathleen A. Schimmel". The signature is written in black ink and is positioned above the typed name.

Kathleen Schimmel, Publicity  
Art Guild of Ponce Inlet