

Brenda Broeske

From: Karen Harkness
Sent: Thursday, January 25, 2018 3:26 PM
To: Brenda Broeske; Monica Stage; Matthew Rehbein
Subject: FW: Invoice request

This will need to go on the next CEDC Agenda!!

K*

Karen Harkness
Director, Community and Economic Development
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From: Nora Langolf [mailto:nlangolf@foxcitieschamber.com]
Sent: Thursday, January 25, 2018 3:04 PM
To: Karen Harkness <Karen.Harkness@Appleton.org>
Subject: FW: Invoice request

Hi Karen,

Beth is the expert at all things Talent Upload. Here is her outline. If you need it to be more formal, just let me know.

Nora

I'd be happy to work with Karen/the mayor if she has additional recognition ideas.

Talent Upload Premier Sponsorship:

- Mayor to speak to students
- Recognition on all marketing materials related to the event
 - Website (logo with link)
 - Printed materials to recruit students and employers (logo)
 - All signage at each of the activities within the event
 - Tags on social media posts related to Talent Upload
- Goal of 200 Students/30 employers
- Event to be held 9/20-9/22 (tentative—will be finalized by end of first quarter 2018)

Beth

From: Karen Harkness [<mailto:Karen.Harkness@Appleton.org>]
Sent: Thursday, January 25, 2018 2:36 PM
To: Nora Langolf <nlangolf@foxcitieschamber.com>
Subject: RE: Invoice request

Nora,

Thanks for this invoice.

I should have mentioned this to Peter but I also need our "sponsorship" outline. In years past, we had an outline of what this investment would accomplish and what we would get. Such as, the Mayor usually welcomes the group, logo is on information, how many participants, date of event, etc.

Can you all provide this information as well?

Thanks again.

K*

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