



# City of Brooks



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July 17, 2019

To Whom It May Concern,

The City of Brooks Recreation Services will be hosting Community Information & Registration Evenings on September 4<sup>th</sup> and 5<sup>th</sup>, 2019 from 4:30-6:30 pm. As an organization that has been highlighted as being involved in the community, we are offering you the opportunity to participate as an exhibitor. This event will be hosted at the JBS Canada Centre in the Fieldhouse as an open venue where members of the community can come and access both information about, and register for the many programs, events, and organizations that offer recreation and leisure activities in the Brooks Region. The Fieldhouse will be open at 3:00 pm on Wednesday, September 4<sup>th</sup> for exhibitors to start setting up.

Attached is a registration form which all interested exhibitors must fill out. The information collected in this form will enable the City of Brooks Recreation Services to advertise the event to the public prior to the event date. Please indicate in the provided space the required supplies that your organization will need on the day of the event (i.e. tables, chairs, electricity). All information will also be collected to create a database of community organizations for future events.

You may drop off your completed registration form and payment to the JBS Canada Centre by August 28, 2019 to guarantee that your organization information is included in the program/information booklet.

If you have any questions or concerns, please contact me at [msoldan@brooks.ca](mailto:msoldan@brooks.ca). We hope to see you in September.

Sincerely,

*Megan Soldan*

Megan Soldan  
Program Coordinator, Recreation Services  
City of Brooks

