

Clerk

From: Sauerwein, Kaleigh M <kmsauerwein@mckendree.edu>
Sent: Thursday, August 8, 2024 3:19 PM
To: Clerk
Subject: Proposal for McKendree 5K on October 12th
Attachments: Homecoming & Family Weekend 2024 5k Race Route.jpg

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Dear Members of the Lebanon City Hall,

We are writing to request permission to host a 5K event in Lebanon on October 12th, starting at 7 AM. This event will be part of the McKendree University Homecoming & Family Weekend which aims to promote health, fitness, and engagement among our alumni, students, and their families, in addition to local residents and visitors.

Event Details:

Event Name: McKendree University - Homecoming & Family Weekend 5K
Date: October 12th, 2024
Estimated Time: 7:00 AM - 9:00 AM
Route: Please find the attached route map for your reference.

Purpose and Benefits:

Promote Health and Wellness: Encourage residents and visitors to engage in physical activity, fostering a healthier community.

Community Engagement: Provide an opportunity for community members to come together, strengthening social bonds.

Local Business Support: Increase foot traffic and visibility for local businesses in town.

Safety and Logistics:

Route Management: Our team will ensure the route is clearly marked and safe for participants.

Volunteers: Trained volunteers will be stationed throughout the route to guide participants and ensure their safety.

Clean-Up Crew: A team will be responsible for cleaning up after the event, ensuring no litter is left behind.

We kindly request your approval to host this event and permission to utilize the designated route.

Thank you for considering our proposal. We look forward to your response and are available to discuss any details further.

Sincerely,

Kaleigh Sauerwein '15

Annual Philanthropy & Alumni Engagement Specialist

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