

From: Andrea Monk
To: valerie.hale@crossvilletn.gov
Subject: Holiday Market
Date: Wednesday, September 12, 2018 3:48:52 PM

Hi Valerie,

I spoke with you earlier today about setting up a Holiday Market in downtown Crossville. If possible I would like to close 4th street and Thurman Ave around the courthouse on December 8th from 12 PM until 9 PM. That will give us time to set up and break down for the event.

Can you tell me anything else I will need to do to host this event? Will I need to contact the health department or work with the city about waste removal? This is our first event like this.

Thank you,

Andrea Monk