



To: All Candidates

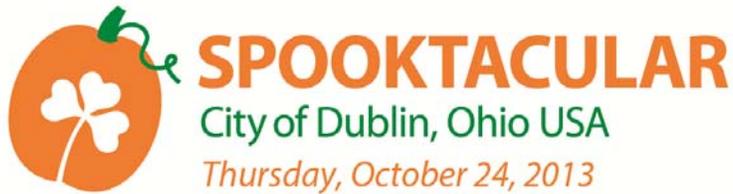
From: Sara Ott, Sr. Project Manager

Date: August 27, 2013

RE: Spooktacular – Trunk or Treat

Please find attached information to apply to participate in the Trunk or Treat at Spooktacular on October 24, 2013. Please note the application deadline is Sept. 13, 2013.





Trunk or Treat

Application

Join us for Trunk or Treat!

Local organizations and businesses are invited to take part in the Trunk or Treat by providing candy or other fun gifts for 5,000 - 7,000 children at this year's City of Dublin Halloween Spooktacular. Spooktacular is designed to provide a safe celebration in our community for children ages 2 - 12 and their families.

Spooktacular takes place on October 24 from 3:30 p.m. - 8:30 p.m. both inside the Dublin Community Recreation Center and in the lawn located east of the Center in Coffman Park. Other activities during Spooktacular include games, crafts, dance performances, the haunted trail and more.

Guidelines:

- Each group will have a 15' x 15' area to distribute candy from your car or truck. We strongly encourage you to decorate your vehicle and to come in costume.
- Area must be staffed at all times from 3:30 p.m. - 8:30 p.m. We suggest that you have at least 2-4 people at all times. Vehicle must be on-site by 2:30 p.m.
- Items that you are distributing must be approved by the City of Dublin. The main giveaways to children should not be a promotional item (i.e. company keychain or button) but instead should be either candy or kid-friendly item.
- If you choose to, an additional promotional item such as fliers or coupons, may be distributed to children or parents. These items must be sent with application or approved prior to event.
- Please no sign-ups or registration on-site. This greatly slows our lines down. Also, please limit any other activities such as games, photos, etc. that would slow down the line. Please let us know if you will have a mascot or other character – we may place those at the end of the line or have them staged elsewhere as they also greatly slow down our line.
- Fill out enclosed form and return it by **Friday, September 13** to guarantee your spot. After that, spaces will only be available if there is an open space. Typically, these have filled up quickly and we do not anticipate any spaces being available after the deadline.



SPOOKTACULAR
City of Dublin, Ohio USA
Thursday, October 24, 2013

Trunk or Treat Application

I want to take part in Trunk or Treat, Thursday, October 24, 2013

Group/Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Cell phone: _____ Email _____

Items distributing: _____

Promotional items distributing (if applicable, attach sample or mail at least 1-week prior to event):

Please list any other activities, such as costume characters that will be at your booth:

Please return before Friday, September 13 to:

Trunk or Treat Applications

City of Dublin

5620 Post Road

Dublin, OH 43017

fax: 614-453-8706

aleroy@dublin.oh.us

Questions? Please contact Alison LeRoy at 614-410-4503