




**CITY OF PLAINFIELD**  
**CITY HALL ANNEX**  
510 WATCHUNG AVENUE  
PLAINFIELD, NEW JERSEY 07061



**David Wynn**  
Superintendent, Parks & Recreation

**MEMORANDUM**

**TO:** Laddie Wyatt  
City Clerk

**FROM:** David Wynn   
Superintendent, Parks & Recreation

**DATE:** August 28, 2007

**RE:** Banner Request for Fall & Winter Programs

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The Division of Parks & Recreation is requesting to place a banner(s) on Park Avenue & E. Sixth Street and Watchung Avenue beginning October 1, 2007 thru November 16, 2007.

The banners will display information regarding our 2007-08 Fall & Winter Programs & Events.

If you require any further information, please do not hesitate to contact my office.

**Telephone: (908) 753-3096**  
**Fax: (908) 226-8038**  
**Email: dwynnplfdrec@yahoo.com**

"SAMPLE"

PLAINFIELD DIVISION OF PARKS & RECREATION  
**FALL & WINTER PROGRAMS**

Arts & Crafts • Basketball • Double Dutch • Golf • Wrestling  
 NEW Rhythmic Martial Arts & Fitness • Swimming (3 Lessons)

**REGISTER NOW!**  
 (copy to Self)  
 Kwanzaa Celebration  
 510 WATCHUNG AVE  
 (908) 753-3097

DATES BELOW ARE TENTATIVE (SUBJECT TO CHANGE)

- Fishing Derby OCT. 20 2007
- Scrapbook Workshop OCT. 27, 2007
- Halloween Party OCT. 31, 2007
- Christmas Tree Lighting DEC. 7, 2007
- Kwanzaa Celebration DEC. 30, 2007
- Employee Pool Tournament TO BE ANNOUNCED

PLAINFIELD DIVISION OF PARKS & RECREATION  
**FALL & WINTER EVENTS**

For More Info on These and Other Events  
 Call: (908) 753-3097 or Visit: 510 Watchung Avenue

Community Trip TO BE ANNOUNCED

4.8" BANNERS FINISH AT APPROX 4.5 1/2" AFTER SEWING HEM AT EDGE OF BANNER  
 ( WHEN USING A 4.8" ROLL OF MATERIAL )

BANNER SIZE: 4.5" X 25FT. LETTERING ON BOTH SIDES

REVISION 03  
 10-3-2006



2300 South Clinton Avenue  
 South Plainfield, NJ 07080 908-666-8248  
 Fax 668-8119

Designed exclusively for, Plainfield Division of Recreation	Date, 9/28/2005
Address, Plainfield, NJ	Phone, (908) 753-3096
The price, specifications, and conditions as described are satisfactory and are hereby accepted. You are authorized to do the work as specified.	
Signature	Date
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