

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/17/2017  
EVENT NAME: Vic Ferrari July 3rd Celebration Concert  
ORGANIZER: Brennan Seehafer Productions - Brennan Seehafer  
EVENT DATE: 7/3/2017 NEW OR RECURRING: New

LOCATION/DESCRIPTION: Fee concert at Briess/Farmer's Market lot; Beer/soda/water/food sales; use of picnic tables, trash cans, security stanchions, & snow fence; waiver of noise ordinance from 10 pm - 11 pm; portion of sidewalk closed

ESTIMATED CITY COSTS:	
POLICE	
FIRE	
PARKS	920
RECREATION	
STREETS	120
TOTAL CITY COSTS	1040

ESTIMATED EVENT HOLDER CHARGES:	
LATE APPL. FEE (<60 days)	0
STAKE PERMIT	0
DELIVERY CHARGES	350
(if delivery requested)	
TOTAL E.H. CHARGES	350
GRAND TOTAL	1390

COMMITTEE CONCERNS:

COMMITTEE DECISION: *offer to do traffic control @ end of event.*

APPROVE		DENY
<i>LMG</i> <i>RLB</i> <i>[Signature]</i> <i>[Signature]</i>		

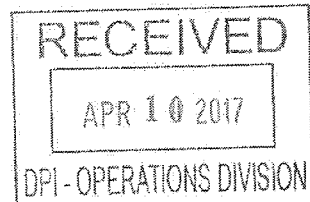
COUNCIL ACTION REQUIRED:

Waiver of noise ordinance from 10pm - 11pm

ITEMS TO INCLUDE IN LETTER:

Please provide safety plan to MFD

*City of Manitowoc*  
**SPECIAL EVENTS APPLICATION FORM**



**NOTICE:** This application must be turned in to the Parks Office a minimum of 60 days prior to the date of the event. Your Certificate of Insurance must be on file in the City Clerk's Office a minimum of 10 days prior to the date of the event. If you have questions, please see the Special Event Guidelines & Policy for a list of contacts.

- Vic Ferrari July 3rd Celebration Concert**
1. Name/Description of Event: 7-3-17 SET UP - 7/2 7/3/17
2. Date of Event: 7-3-17 If multiple days, Start Date: 7/3/17 End Date: 7/3/17  
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 9AM AM/PM Actual Start Time: 5:00 PM AM/PM Finish Time: 11:00 PM AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:  
Brennan Seehafer Productions, LLC
- Name of organization responsible for event  
Brennan William Seehafer Telephone # 920-242-3450
- Name (first, middle, and last) of event organizer  
\_\_\_\_\_  
Telephone # PRIOR TO event ( ) - \_\_\_\_\_
- Contact name DURING event (if different)  
PO Box 1113 Telephone # DURING event ( ) - \_\_\_\_\_
- Street Address  
Manitowoc, WI 54221 E-mail address brennan@brennanseehafer.com
- City, State, Zip  
\_\_\_\_\_  
of event organizer

Is the sponsoring organization a 501(c)(3) organization? ☐ Yes ☒ No

5. Location of the Event: Generally describe your event and its purpose and attach a DETAILED map or diagram of your event.  
Also, indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Maps of the City and its parks are available online at [www.manitowoc.org](http://www.manitowoc.org).

**\*\*Event Map Attached\*\***

Location of Event: Farmers Market Parking Lot  
Free to the public concert featuring the Vic Ferrari Band playing from 7:30PM-11:00PM.  
Beer, Soda & Water sold by a non-profit organization. Food sold by food vendors.  
We will fence the event grounds and provide security at each check point to make sure no carry-ins are brought in as well as no refreshments are left the event grounds.

Will the event be held in a Manitowoc park or utilize any park facilities? ☐ Yes Which park? \_\_\_\_\_ ☒ No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?

Farmers Market Parking Lot

Have you reserved the park &/or park facilities? ☐ Yes ☒ No If no, please contact the Parks Division at (920) 686-3580.

Does the event require streets to be closed? ☐ Yes ☒ No If yes, which street(s): \_\_\_\_\_

*It is YOUR RESPONSIBILITY to provide federally approved traffic control items; however they may be rented from the Streets & Sanitation Division.*

Will the event be held on the sidewalk? ☒ Yes ☐ No

6. Mariners Trail Permit:

Will any portion of the Mariners Trail be used? ☐ Yes ☒ No

If yes, where on the trail will the event begin: \_\_\_\_\_

Where on the trail will the event end: \_\_\_\_\_



When use of the trail is requested, consideration is given to how the public's use of the trail will be affected. Set up / take down and clean up, as well as other services provided by a City staff may be billed on a cost-recovery basis. The event organizer must provide a copy of event liability insurance naming BOTH CITIES as co-insured at least 10 days prior to the event. Permits do not allow "exclusive use" of the trail and the general public must be allowed to share the permitted areas.

This agreement is made and entered into by and between the Cities of Two Rivers and Manitowoc, Wisconsin, hereinafter called "City" and the above-named individual, hereinafter called "Permittee." The parties agree as follows: Bookings must be made no earlier than 12 months in advance. The Permittee understands his/her responsibility is to set up, clean up and restore premises within the time period listed above.

Limitation of Use: Permittee agrees that the number of persons on the rented premises during the rental period shall not exceed the capacity of the facility and that no intoxicating liquor or fermented malt beverages shall be served to minors. Permittee agrees to use premises rented for the purpose stated above and no other. In the event this Limitation of Use is not complied with, Permittee shall be charged and agrees to pay a fee of \$200.

Permittee agrees to abide by the rules and regulations contained in this agreement.

**FOR OFFICE USE ONLY:**

Signature of City of Two Rivers designee: \_\_\_\_\_

Date: \_\_\_\_\_

7. Tell Us About Your Event:

What is the estimated attendance at your event, including observers? 2,500

How many vendors will be at your event? 10

How many vehicles? 25 Working

Do you require any special parking restrictions? ☐ Yes ☒ No If yes, what type, when, and where: \_\_\_\_\_

*Parking on grassy areas of a park is not allowed without prior approval. Contact the Police Department if traffic control is needed.*

Will food be prepared and/or served at the event? ☒ Yes ☐ No

*You are responsible for obtaining any necessary permits for food from the Manitowoc County Health Department.*

Will you be having a band or amplified music? ☒ Yes ☐ No

Will a loudspeaker or similar electric sound amplification system be used outdoors? ☒ Yes ☐ No

If yes, what hours: 5:00 PM - 11:00 PM

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? ☐ Yes ☒ No

If yes, please describe: N/A

*Contact the Parks Division at 686-3580 with questions.*

Will any of the following services be required? ☐ Clean-up ☐ Street-sweeping

*For help defining your parking, clean-up, & traffic control needs, please contact the Streets & Sanitation Division at (920) 686-6550.*

Will any fireworks or pyrotechnic devices be used during the event? ☐ Yes ☒ No

*If yes, contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.*

Will animals be present at the event? ☐ Yes ☒ No If yes, please indicate what types of animals, how many are expected, and where they will be located: \_\_\_\_\_

What toilet facilities will be made available to your participants? ☐ Indoor ☒ Outdoor

*Please describe the toilet facilities that will be provided, including their locations and the number of units:*

**\*\*PLEASE SEE MAP\*\***

We will have 25 portable restrooms brought in for the event.

Will alcoholic beverages be served/sold? ☒ Yes ☐ No If yes, a "Special Class B" license will allow sale/service of beer and/or wine.

*Please contact the City Clerk's Office at (920) 686-6950 to obtain a license.*

In the case of a premise with a current alcohol license, do you need an extension of your premise? ☐ Yes ☒ No If yes, give a detailed explanation under #5.

Do you require a waiver of the restriction to serve alcohol in a park? ☐ Yes ☒ No

#### 8. Equipment Needed for Your Event:

Equipment rental charges will apply unless a waiver of some or all fees is approved. A non-waivable delivery fee will be charged if delivery/pickup by City personnel is needed. Delivery fees are based on total rental costs.

To make arrangements to pick up the items yourselves, please contact the Parks Division at 686-3580. All items must be picked up and returned weekdays between 7:00 A.M. and 2:30 P.M. It is the renter's responsibility to sign in all materials in the Streets & Sanitation office or with a Parks staff member prior to unloading at the time of return. It is unacceptable to drop off rental materials outside of return hours and without signing them in.

Please indicate where and when the items should be delivered:

Please indicate the total number of items requested:

#### Streets & Sanitation Division Equipment (686-3580):

	# Needed	# of Days*	Cost/Day	Total	
Barricades					
2'	X	X	\$3.00	=	Flashers
3'	X	X	\$3.00	=	Flashers
8'	X	X	\$4.00	=	
Rail type-long	X	X	\$2.00	=	
Rail type-short	X	X	\$2.00	=	
Channelizer Drums	X	X	\$3.00	=	
Cones					
18"	X	X	\$1.50	=	
28"	X	X	\$1.50	=	
Safety vests	X	X	No charge	=	No Charge
Snow fence					
Rolls	YES X	TBD	X \$4.00	=	
Posts	YES X	TBD	X No Charge	=	No Charge
Post driver/pounder	YES X		X No Charge	=	No Charge
Traffic signs	X	X	\$2.00	=	Description
	X	X	\$2.00	=	Description
	X	X	\$2.00	=	Description
Traffic signs (Portable)	X	X	\$3.00	=	Description
	X	X	\$3.00	=	Description
	X	X	\$3.00	=	Description
Other (list items and amounts)					

#### Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.

Banquet tables, 8'	X	X	\$5.00	=	
Park benches	X	X	\$7.00	=	
Picnic tables	20 X	1	X \$7.00	=	
Risers, platform	X	X	\$15.00	=	Description
Security stanchions	25 18 not X	1	X \$ 5.00	=	
Tent, 10'x10'	X	X	\$30.00	=	
Tent, 10'x20'	X	X	\$35.00	=	
Ticket booths, outdoor	X	X	\$15.00	=	
Trash cans	25 X	1	X No Charge	=	No Charge
Wenger portable bandwagon, 35x8***	X	X	\$240.00	=	
Other (list items and amounts):					

#### TOTAL RENTAL CHARGES

\*Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.

\*\*The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

DELIVERY FEES	
Total Cost of Items Rented	Delivery Fee
\$0.00 - \$100.00	\$ 50.00
\$100.01 - \$250.00	\$ 75.00
\$250.01 - \$500.00	\$125.00
\$500.00 - \$1,000.00	\$250.00
\$1,000.01 and above	\$350.00

Delivery fees will be adjusted based on actual items rented.

9. **Stake Permit:** There is a \$50.00 NON-WAIVABLE stake permit fee per event, if any items will be staked into the ground. The event organizer is responsible for ensuring Diggers Hotline is contacted a minimum of three business days before set-up.  
Will any of these items (or items of similar nature) be erected or placed on the event grounds?

Tent or canopy ☐ Yes ☒ No  
 Fence ☐ Yes ☒ No  
 Sign ☐ Yes ☒ No  
 Bounce house ☐ Yes ☒ No If electric, where will item be plugged in? \_\_\_\_\_  
 Other \_\_\_\_\_ ☐ Yes ☒ No If electric, where will item be plugged in? \_\_\_\_\_

If yes for any, give a detailed explanation under #5.

10. **Safety and Security for Your Event:**

Do you have the correct level of insurance for your specific event? ☒ Yes ☐ No  
 Please see the *Special Events Insurance Form* to ensure you have the proper coverage. You must submit the insurance certificate AND required endorsements to the City Clerk's Office at least 10 days before your event.

Do you need assistance from the Police or Fire Departments? ☐ Yes ☒ No If yes, please describe:

Brennan Seehafer

Name of Security Coordinator

920-242-3450

Phone # before event

SAME

Phone # the day of the event

Do you have a plan in place to deal with medical emergencies that may occur during your event? ☒ Yes ☐ No  
 The City reserves the right to require a detailed written public safety plan.

11. **Fees & Reimbursement:** Unless waived by the Special Event Committee, the standard fees for all rentals and licenses will apply. The City may also require reimbursement for extraordinary expenses. Charges will apply for lost, stolen, or damaged equipment. Stake Permit Fees, License Fees and Delivery Fees will not be waived.

Is a waiver of some or all fees requested? ☒ Yes ☐ No

If yes, please explain what fees you desire waived or reduced and the reason(s):

Snow Fence, Picnic Tables & Security Stanchions, this is a free community event.

Will money be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event?

☒ Yes ☐ No

If yes, explain and list specific charges  
 Beverage and Food will be sold.

What are your estimated revenues and what will the revenues be used for?

TBD

Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.

12. Legal Notice

I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and other necessary licenses and permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read and understand the Special Events Policy and agree to be bound by all requirements as stated in the Special Events Policy and it is hereby incorporated by reference into this signed agreement.

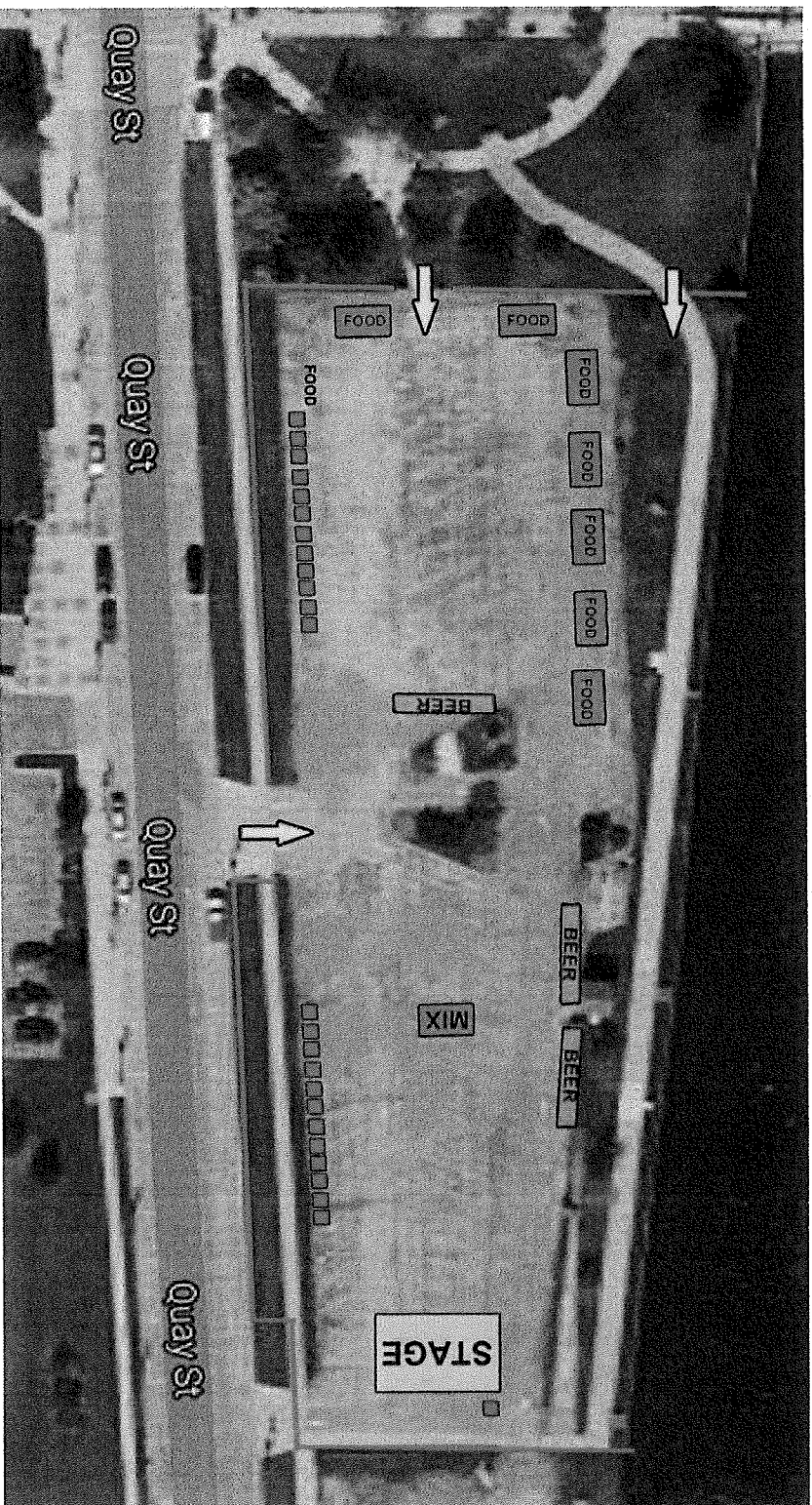
Date of birth of applicant 07/22/1993

Signature of Applicant: Brian Schuch

Date: 4-7-17

**BRENNAN  
SEEHAFER  
PRODUCTIONS**

**EVENT: VIC FERRARI CONCERT  
DATE: 7-3-17  
AERIAL MAP**



**RESTROOMS** ■  
**VENDORS** ■  
**BEER** ■

**CREATED BY BRENNAN SEEHAFER PRODUCTIONS**

## Deborah Neuser

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**From:** Sandy Ronski  
**Sent:** Friday, March 31, 2017 11:54 AM  
**To:** SpecialEvents  
**Subject:** FW: Be the Change 5K route map 08-05-17

Below is a map that was requested by PD. According to their application form, they are planning to use the sidewalk.

**Sandy Ronski**  
Operations Clerk II  
Cemetery, Parks, Transit, and Streets & Sanitation Divisions  
City of Manitowoc  
2655 S 35<sup>th</sup> St.  
Manitowoc, WI 54220  
Phone: 920-686-6518  
Fax: 920-686-6525  
[www.manitowoc.org](http://www.manitowoc.org)

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**From:** Sara Kinsella [<mailto:sara.kinsella@achieve3000.com>]  
**Sent:** Friday, March 31, 2017 10:18 AM  
**To:** Sandy Ronski  
**Subject:** Be the Change 5K route map

Here you go Sandy - I hope this will work for the Police Department; we will start at the corner of Fairmont and Menasha (the green/white arrow) and end on the front steps of church(the red/white circle)☺





Please let me know if you should need anything else - have a great weekend!

Thank you!

Sara

***Sara Kinsella***

*Curriculum and Implementation Manager*

**ACHIEVE3000**

1985 Cedar Bridge Avenue, Suite 3

Lakewood, NJ 08701

Tel: 920-629-2519

Support Team: 877-235-2525

Email: [sara.kinsella@achieve3000.com](mailto:sara.kinsella@achieve3000.com)

Website: [www.achieve3000.com](http://www.achieve3000.com)

*The Leader In Differentiated Instruction*

This email and any attachments are confidential. If you received it in error, please delete it and notify the sender. Thank you.

## Deborah Neuser

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**From:** Sandy Ronski  
**Sent:** Tuesday, April 04, 2017 9:21 AM  
**To:** Scott Luchterhand  
**Cc:** Larry Zimney; Nick Reimer; Robert Barbier; SpecialEvents  
**Subject:** RE: Be the Change 5K route map 08-05-17

The Special Events Committee did approve the event at the meeting on Monday; however, before putting this event on a report for Council's approval at their monthly meeting, we will send this back to the Special Event Committee to review Capt. Zimney's concerns.

**Sandy Ronski**  
Operations Clerk II  
Cemetery, Parks, Transit, and Streets & Sanitation Divisions  
City of Manitowoc  
2655 S 35<sup>th</sup> St.  
Manitowoc, WI 54220  
Phone: 920-686-6518  
Fax: 920-686-6525  
[www.manitowoc.org](http://www.manitowoc.org)

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**From:** Scott Luchterhand  
**Sent:** Monday, April 03, 2017 1:24 PM  
**To:** Sandy Ronski; Karen Dorow  
**Cc:** Larry Zimney; Nick Reimer; Robert Barbier  
**Subject:** FW: Be the Change 5K route map 08-05-17

Hi Sandy & Karen,

I've been trying to find an answer for you reference this new run. Please see the below e-mail from Captain Larry Zimney reference his concerns with this run. I would have to agree with Larry about these legitimate concerns. Our city has been pretty lucky where nothing has happened when we've allowed runners out into the roadway. However, the first time something does happen then we will have major issues on our hands. In my opinion if we are going to allow runners out on to the roadway then those roads really should be shut down for the safety of the runners. I see that they want to try and get these runners to use the sidewalks but in my opinion they will have a very difficult time getting this to happen. Just look at the day-to-day activities in our city. Where do most runners run....on the roadway not the sidewalks. This may have already passed during today's meeting but I just wanted you to be aware of our concerns. Our cost would be minimal (\$57.50) if we're only going to have one guy available at the beginning of the race and later at N.18<sup>th</sup> & Menasha.

**Assistant Chief Scott Luchterhand**  
Manitowoc Police Department  
910 Jay Street  
Manitowoc, WI 54220  
[sluchterhand@manitowoc.org](mailto:sluchterhand@manitowoc.org)  
Phone: (920) 686-6562  
Fax: (920) 686-6588

"The mission of the Manitowoc Police Department is to work cooperatively with the community to prevent crime, maintain order and provide a safe environment for everyone."

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**From:** Larry Zimney  
**Sent:** Monday, April 03, 2017 12:13 PM  
**To:** Scott Luchterhand; KC Puestow; Matt Wallander  
**Subject:** RE: Be the Change 5K route map 08-05-17

I have several concerns. How many runners are they expecting? (I know their submission stated it was a new event and they were hopeful for 1 runner, but realistically – will they have 30 or 130 – there's a big difference.) If they begin at the corner of Fairmont and Menasha and have even a half way decent amount of runners, they will need to have the north side parking lane of Menasha Ave. closed so runners can run. They all are not going to fit on the sidewalk. And if they are not spread out by the time they reach N. 18<sup>th</sup> St, the same situation may apply. If spread out they could use the sidewalk on the east side of N. 18<sup>th</sup> from Menasha to Magnolia. Then they turn east on Magnolia to Nagle Ave. There are sidewalks there as well as School St and N. 10<sup>th</sup> have sidewalks. When they turn back west on Magnolia, it appears they will be running against traffic and the sidewalks there only go to the railroad tracks to the best of my knowledge, so they would be on the roadway back to N. 18<sup>th</sup>. That parking lane should be coned off as well so traffic does not flatten them. Taking the sidewalk back to Menasha, are they crossing Menasha at N. 18<sup>th</sup>? I would assume so because the end point is St. Francis Church.

- So DPW may potentially need to cone off the north side of the parking lane of Menasha from Fairmont to N. 18<sup>th</sup> as well as the south side of Magnolia from N. 10<sup>th</sup> to N. 18<sup>th</sup> or at least from the railroad tracks where the sidewalk ends to N. 18<sup>th</sup>. If this is the case, an officer should be stationed with a squad just east of the starting point at the start of the race to alert traffic.
- We would likely need an officer stationed at N. 18<sup>th</sup> and Menasha so when runners come back they can cross Menasha so they are on the south side as they run back and finish at the church. (This could be the same officer used to start the race)

So potentially, we will need at least one officer probably for ½ hour to an hour to cover the start of the race and the runner traffic at N. 18<sup>th</sup> and Menasha.

Honestly, I'm not too crazy about this whole route, especially running along the street on Magnolia with no sidewalk. I wish they provided more details or I wish I knew if DPW had ideas on this when they looked at the plan.

Capt. Larry Zimney  
Manitowoc Police Department  
Manitowoc, WI 54220  
0630 – 1445 hrs  
Phone 920-686-6551  
[lzimney@manitowoc.org](mailto:lzimney@manitowoc.org)



FBINA 255



"The mission of the Manitowoc Police Department is to work cooperatively with the community to prevent crime, maintain order and provide a safe environment for everyone."

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**From:** Scott Luchterhand  
**Sent:** Monday, April 03, 2017 7:35 AM  
**To:** KC Puestow; Larry Zimney; Matt Wallander  
**Subject:** FW: Be the Change 5K route map 08-05-17

FYI....This is the additional info reference the original e-mail I sent to you guys. Keeping this in mind are there any concerns or costs that will be associated with this event? If you don't have the original e-mail let me know and I'll send it again.

Assistant Chief Scott Luchterhand  
Manitowoc Police Department  
910 Jay Street  
Manitowoc, WI 54220  
[sluchterhand@manitowoc.org](mailto:sluchterhand@manitowoc.org)  
Phone: (920) 686-6562  
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**From:** Sandy Ronski  
**Sent:** Friday, March 31, 2017 11:54 AM  
**To:** SpecialEvents  
**Subject:** FW: Be the Change 5K route map 08-05-17

Below is a map that was requested by PD. According to their application form, they are planning to use the sidewalk.

Sandy Ronski  
Operations Clerk II  
Cemetery, Parks, Transit, and Streets & Sanitation Divisions  
City of Manitowoc  
2655 S 35<sup>th</sup> St.  
Manitowoc, WI 54220  
Phone: 920-686-6518  
Fax: 920-686-6525

Here you go Sandy - I hope this will work for the Police Department; we will start at the corner of Fairmont and Menasha (the green/white arrow) and end on the front steps of church(the red/white circle)☺



Please let me know if you should need anything else - have a great weekend!  
Thank you!  
Sara

*Sara Kinsella*  
Curriculum and Implementation Manager

**ACHIEVE3000**  
1985 Cedar Bridge Avenue, Suite 3  
Lakewood, NJ 08701  
Tel: 920-629-2519  
Support Team: 877-235-2525

Email: [sara.kinsella@achieve3000.com](mailto:sara.kinsella@achieve3000.com)

Website: [www.achieve3000.com](http://www.achieve3000.com)

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