



**Town of Townsend Community Engagement  
Committee Meeting  
December 18<sup>th</sup>, 2024 @ 10:00 am  
VIA Conference Call & Town Hall  
141 Main St. Townsend, DE 19734**

10:00 am Community Engagement  
Committee Meeting

- I. Call to Order:
- II. Opening Ceremonies
  - a. Roll Call:
  - b. Pledge of Allegiance:
  - c. Recognition of Visitors:
  - d. Announcements:
- III. Citizens Comments & Participation.
- IV. Adoption of Agenda.
- V. Approval / Rejection of Minutes:
  - a. **ACTION ITEM:** Approval/ Rejection of Community Engagement Committee Minutes from the October 30<sup>th</sup>, 2024 meeting.
  - b. **ACTION ITEM:** Approval/ Rejection of Community Engagement Committee Minutes from the November 12<sup>th</sup>, 2024 meeting
- VI. Discuss and Review 2025 Town Fair Flyers, registration forms and additional planning docs for final approval before posting to public.
- VII. Ongoing Business Updates.
- VIII. New Business.
- IX. Discussion regarding next meeting date.
- X. Adjourn.

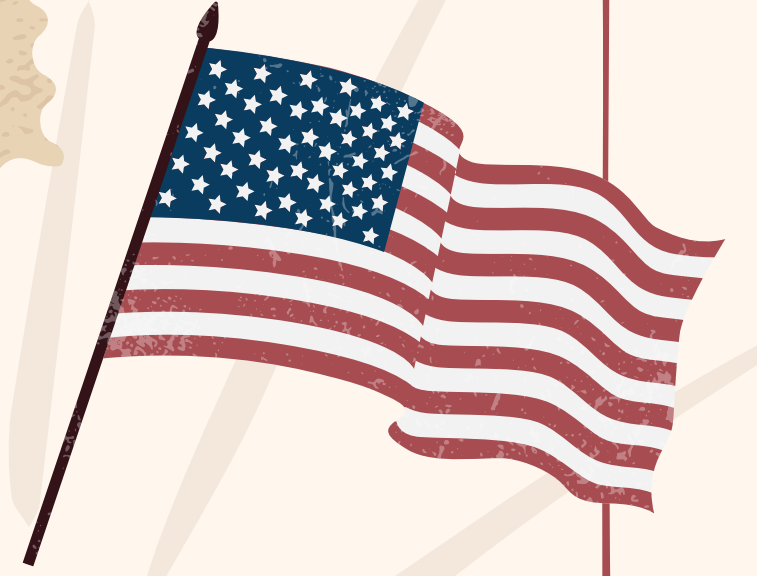
Committee Meetings will be held both in person and in a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827-6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link:  
<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at <https://townsend.delaware.gov> or by joining the meeting via computer.



SAVE  
THE  
DATE



# 2025 Townsend Parade & Fair

**Saturday,  
June 14, 2025**

**TOWNSEND MUNICIPAL PARK  
0 EDGAR ROAD, TOWNSEND, DE 19734**



**Prizes, Food, Vendors, Contests**

**Visit [townsend.delaware.gov](https://townsend.delaware.gov) for more information!**

## 2025 Town Fair & Parade Volunteer Sign-up

**Volunteers are needed from 7 a.m. - 3 p.m.**

We will provide you with your assignment with additional details on what to expect the day before the Fair and Parade, 06/13/2025.

Should you have any questions, please reach out to [townhall@townsend.delaware.gov](mailto:townhall@townsend.delaware.gov) or 302-378-

\* Required

1

Volunteer Name \*

2

Volunteer Phone Number \*

3

Volunteer Email: \*

[Empty text input field]

4

Emergency Contact Name & Phone Number \*

[Empty text input field]

5

Are you under 18 years old? \*

- No
- Yes

6

Please review the Waiver and Release of Liability by clicking the following link: [https://townsend.delaware.gov/files/2024/04/Waiver-and-Release-of-Liability\\_.pdf](https://townsend.delaware.gov/files/2024/04/Waiver-and-Release-of-Liability_.pdf)

By entering your name below you agree to the following \*Parent/Guardian name required below if volunteer is under 18 years of age\*:

"I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A WAIVER AND RELEASE OF LIABILITY AND A BINDING CONTRACT AND I SIGN IT OF MY OWN FREE WILL."

\*

[Empty text input field]

**WAIVER AND RELEASE OF LIABILITY**

BY SIGNING THIS WAIVER AND RELEASE OF LIABILITY, I (volunteer's name) HEREBY ASSUME ALL OF THE RISKS, AND RELEASE THE TOWN OF TOWNSEND, AND ANY AND ALL RELATED ENTITIES AND/OR PERSONS, FROM ALL LIABILITIES THAT MAY ARISE IN CONNECTION WITH MY PRESENCE AND ACTIVITIES AS A VOLUNTEER FOR THE TOWN OF TOWNSEND.

More specifically, by signing this Waiver and Release of Liability, I agree as follows:

- Release.** I hereby agree to release and do hereby release Town of Townsend, its managing agent and all of their respective employees, managers, members, agents, lenders, officers, directors, partners, legal representatives, heirs, successors and assigns (collectively, "Townsend") from and against any and all claims, actions, damages, liabilities and expenses in connection with loss of life, personal injury, bodily injury or damage to property arising from the property and buildings owned by Townsend and/or arising out of any occurrence in, upon or at an event hosted by Townsend, from or out of the presence at or use by me of Townsend property or any part thereof, even when the result of negligence or carelessness on the part of the Townsend, or occasioned wholly or in part by any act or omission by me, my agents, contractors, employees, or invitees.
- Assumption of Risk:** I acknowledge, understand, and assume the inherent risks associated with my entry in/on the buildings and lands owned by Townsend. I hereby assert that my activities on the Property are voluntary and I knowingly assume all such risk.
- Indemnity.** I hereby agree to indemnify, defend, save and hold harmless Townsend from and against any and all claims, actions, damages, liabilities, and expenses in connection with loss of life, personal injury, bodily injury or damage to property arising from or out of any occurrence in, upon or at Townsend, from or out of the occupancy or use by me of Townsend property or any part thereof, for or arising from my volunteer activities as a volunteer at the Townsend Town Fair, or occasioned wholly or in part by any act or omission me, my agents, contractors, employees, or invitees.
- No Limitation of Liability.** With respect to any and all claims against the Townsend by me or any of my agents, employees, contractor or invitees, the indemnification obligations under this Waiver and Release of Liability shall not be limited in any way.
- Attorneys' Fees.** In the event either party breaches any part of this Agreement, the breaching party shall pay all costs and expenses of the non-breaching party, including reasonable attorneys' fees, in respect to each and every such breach.

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A WAIVER AND RELEASE OF LIABILITY AND A BINDING CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

Town of Townsend \_\_\_\_\_ Party's Name \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

7

Which shift are you available for? \*

- 7 a.m. - 11 a.m.
- 11 a.m. - 3 p.m.
- All day

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 Microsoft Forms

# 2025 Town Fair- Food Vendor Application

DEADLINE: May 31st, 2025

This form is for food vendors who would like to provide food for sale to the people attending the fair. This is

\* Required

1. Contact person Full Name: \*

2. Company/Organization Name: \*

3. Phone Number: \*

4. Email Address: \*

5. Describe the type of food being sold: If possible, please provide complete menu. (A website link to your menu is acceptable)

\*

6. How much space will be needed for you to provide your service: \*

7. Will you be utilizing a generator? \*

Yes

No

8. Any additional questions or comments for the organizer?

9. May we contact you to participate in discussions that will help us better organize future events?

Yes

No

10. My vendor booth is to be set-up by 9:30am and is to remain active until the close of the fair at 3:00pm barring any emergency or unfavorable weather conditions.
- All fees are non-refundable unless the Committee rejects your application
  - All applicants must include a list of items for sale. All contact information must be complete and correct. An applicant may not apply on behalf of another vendor or submit an application under an assumed name. **Applications are accepted on a first come, first serve basis. Booth assignments will be provided one week prior to the fair.**
  - Applicants are responsible for all power sources, power cords, cord protection, tables, tents, chairs, signage, etc. necessary for the successful operation of their business in the park setting.
  - Set up: Saturday 7:00-9:30am. All vendors must check in as you arrive at the park and be set up. All vehicles must be removed by 9:30am on Saturday. This will be strictly enforced. Unload your vehicle first, find a parking spot and then set up. Do not set up with your car blocking other vendors getting their spots.
  - The fair ends at 3:00pm. All vendors are required to stay until that time. Vehicles-including food delivery vehicles- will NOT BE PERMITTED access to the vendor areas once set-up has been completed at 9:30am and until the fair ends at 3:00pm.
  - Vendors are responsible for keeping their area as neat as possible during the day, placing closed bags of trash at the designated collection points and for leaving the space as they found it. Vendors are responsible for ensuring that any tents utilized are properly secured to ensure they will not be affected by wind. Note that most vendors will be located in the paved area of the parking lot.
  - No alcohol is permitted at the fair.

Do you agree to these terms? \*

- Yes
- No

11. **ALL FOOD VENDORS MUST COMPLY WITH THE FOLLOWING REQUIREMENTS:**

- 1.) All food vendors must provide a copy of a valid business license.
- 2.) All food vendors must carry liability insurance and attach a copy of the certificate of liability insurance to the application. The Town of Townsend must be named as the "Additional Insured for the Townsend Fair on June 14, 2025"
- 3.) All food vendors are required to obtain and post a current Board of Health Certificate to operate a Temporary Food Establishment on June 14, 2025. (the form is available through the Delaware Board of Health)

Do you agree to the terms? \*

- Yes
- No



12. The Vendor fee is \$25.00 and is due by May 10th.

**\*Please make checks/Money Orders payable to "The Town of Townsend"\***Mail checks to:

P.O. Box 223 Townsend, DE 19734

**\*Should you wish to pay by credit card via online, please email**

**[townhall@townsend.delaware.gov](mailto:townhall@townsend.delaware.gov) for an invoice.\***

For questions or concerns, please contact: Townhall @ 302-378-8082 or

[townhall@townsend.delaware.gov](mailto:townhall@townsend.delaware.gov)

Do you agree to the terms? \*

Yes

No

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 Microsoft Forms

# 2025- Town Fair Non-Profit, Informational Booth Application

Deadline: 05/15/25

This form is for non-profit organizations who wish to have a booth at the 2025 fair (June 14th, 2025). Non-profit 10x10 spaces are for informational and educational display uses only. This is a RAIN OR SHINE event.

\* Required

1. Contact Person Full Name \*

2. Company / Organization Name \*

3. Phone number \*

The value must be a number

4. Email address \*

5. Describe the information / display you will be presenting. \*

6. Any additional questions or comments for the organizer?

7. May we contact you to participate in discussions that will help us better organize future events?

Yes

No

8. My vendor booth is to be set-up by 9:30 a.m. and is to remain active until the close of the fair at 3:00 p.m. barring any emergency or unfavorable weather conditions.

The vendor fee is \$0.00 for 501C3 organizations. The Town reserves the right to grant space for other non-profit organizations without 501C3 status.

A standard vendor space is 10 x10. You are responsible for your own tables, canopy, set-up and takedown.

Please email [townhall@townsend.delaware.gov](mailto:townhall@townsend.delaware.gov) a copy of your non-profit status.

#### Vendor Regulations

- All applications must include a description of your information/education materials that will be available and complete and correct contact information. An applicant may not apply on behalf of another vendor or submit an application under an assumed name. Applications are accepted on a first come, first serve basis. Booth assignments will be provided one week prior to the fair.
- Applicants are responsible for all power sources, power cords, cord protection, tables, tents, chairs, signage, etc. necessary for the successful operation of their business in the park setting.
- Set up: Saturday 7:00 – 9:30 am. All vendors must check in as you arrive at park and be set up and vehicles removed by 9:30 am on Saturday. This will be strictly enforced. Unload your vehicle first, find a parking spot and then set up. Do not set up with your car blocking other vendors getting to their spots.
- The fair ends at 3:00 pm. All vendors are required to stay until that time. Vehicles will NOT BE PERMITTED access to the vendor areas once set-up has been completed at 9:30 am and until the fair ends at 3:00 pm
- Vendors are responsible for keeping their area as neat as possible during the day, placing closed bags of trash at the designated collection points and for leaving the space as they found it. Vendors are responsible for ensuring that any tents utilized are properly secured to ensure they will not be affected by wind. Note that most vendors will be located in the paved area of the parking lot.
- No alcohol is permitted at the fair.
- No Rain Date: There is no rain date for the parade or fair.

For questions or concerns please contact:

Town Hall @ 302-378-8082 or [townhall@townsend.delaware.gov](mailto:townhall@townsend.delaware.gov)

\*

Do you agree to the terms?

Yes

No

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 Microsoft Forms

# 2025- Town Fair on June 14, 2025 Commercial Vendor Application

Deadline May 15, 2025

This form is for commercial vendors who wish to have a booth at the 2025 fair. This is a RAIN OR SHINE event.

\* Required

1. Contact Person Full Name \*

2. Company / Organization Name \*

3. Phone number \*

The value must be a number

4. Email address \*

5. Describe the products you will be selling. \*

6. Type of Vendor \*

Artist / Crafter

Retailer

7. Number of 10 x 10 spaces needed (\$25.00 / space) \*

8. Any additional questions or comments for the organizer?

9. May we contact you to participate in discussions that will help us better organize future events?

Yes

No

10. My vendor booth is to be set-up by 9:30 a.m. and is to remain active until the close of the fair at 3:00 p.m. barring any emergency or unfavorable weather conditions.

The vendor fee is \$25.00 per 10 x 10 space.

A standard vendor space is 10 x10. You are responsible for your own tables, canopy, set-up and takedown.

#### Vendor Regulations

- All applications must include a description of your information/education materials that will be available and complete and correct contact information. An applicant may not apply on behalf of another vendor or submit an application under an assumed name. Applications are accepted on a first come, first serve basis. Booth assignments will be provided one week prior to the fair.
- Applicants are responsible for all power sources, power cords, cord protection, tables, tents, chairs, signage, etc. necessary for the successful operation of their business in the park setting.
- Set up: Saturday 7:00 – 9:30 am. All vendors must check in as you arrive at park and be set up and vehicles removed by 9:30 am on Saturday. This will be strictly enforced. Unload your vehicle first, find a parking spot and then set up. Do not set up with your car blocking other vendors getting to their spots.
- The fair ends at 3:00 pm. All vendors are required to stay until that time. Vehicles will NOT BE PERMITTED access to the vendor areas once set-up has been completed at 9:30 am and until the fair ends at 3:00 pm
- Vendors are responsible for keeping their area as neat as possible during the day, placing closed bags of trash at the designated collection points and for leaving the space as they found it. Vendors are responsible for ensuring that any tents utilized are properly secured to ensure they will not be affected by wind. Note that most vendors will be located in the paved area of the parking lot.
- No alcohol is permitted at the fair.
- No Rain Date: There is no rain date for the parade or fair.
- Registration Deadline: May 15, 2025  
For questions or concerns please contact:  
Town Hall @ 302-378-8082 or [townhall@townsend.delaware.gov](mailto:townhall@townsend.delaware.gov)

\*

Do you agree to the terms?

Yes

No

11. The vendor fee is \$25.00 (per space) and is due by May 31st.

**\*Please make checks/money orders payable to The Town of Townsend\***

Mail check to Town of Townsend, PO Box 223, Townsend, DE 19734

**\*Should you wish to pay by credit card online, please email [townhall@townsend.delaware.gov](mailto:townhall@townsend.delaware.gov) for an invoice\***

For questions or concerns please contact:

Town Hall @ 302-378-8082 or [townhall@townsend.delaware.gov](mailto:townhall@townsend.delaware.gov)

\*

Do you agree to the terms

Yes

No

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# 2025- Town Parade June 14th, 2025

Deadline: 05/15/25

This form is for people or organizations who would like to participate in the parade.

\* Required

1. Contact Person Full Name \*

2. Company / Organization Name \*

3. Phone number \*

The value must be a number

4. Email address \*

5. Approximate number of people participating: \*

6. Provide a brief description of the group / float / banners, etc. \*

7. Will you be performing \*

- Yes
- No
- Maybe

8. Describe your performance:

9. I agree with the following terms:

Performances are limited to a two (2) minute performance per organization in front of the judges' station on Edgar Road. No stopping along the parade route. Any performance groups that will be doing any type of stunts or acrobatics will need to provide matting.

**\*No Matting - No Performance.\* \***

- Yes
- No

10. Will an animal be part of your organization or performance?

Note: Entries involving animals of any kind must provide their own clean-up or "pooper scooper" immediately following their group in the parade. \*

- Yes
- No
- Maybe

11. A contest for the parade will be held. Please select your judging category for your parade entry. \*

- We do not want to be judged.
- Best Performance
- Vehicle entry: Best classic vehicle ( 25+ years)
- Vehicle entry: Best antique vehicle (pre 1980)
- Vehicle Entry: Best vintage (WW2 and earlier)
- Best Float (Float or Themed Car)
- Largest Group

12. We understand the following guidelines:

The parade begins at the Fire Company, marches down Main Street to Edgar Road to the Townsend Municipal Park.

- > Line-up instructions will be provided 1 week prior to the fair.
- > All parade entries will be announced as they approach the judges' station.
- > Trophies will be awarded.
- > Registration Deadline: May 15, 2025.

For questions or concerns please contact:

Town Hall @ 302-378-8082 or [townhall@townsend.delaware.gov](mailto:townhall@townsend.delaware.gov) \*

- Yes
- No

13. Any additional questions or comments for the organizer?

14. May we contact you to participate in discussions that will help us better organize future events?

- Yes
- No

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 Microsoft Forms

# Community Engagement Links- Town Fair

Volunteer Form:

[https://forms.office.com/Pages/ResponsePage.aspx?id=MJ\\_pbJ\\_h2UOawqD7IV1MCWQGleY6mQhKIQl4jxd4VEFUMEJRN1U5QVNORIVVSllaRDg1UjlxMDIRMS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=MJ_pbJ_h2UOawqD7IV1MCWQGleY6mQhKIQl4jxd4VEFUMEJRN1U5QVNORIVVSllaRDg1UjlxMDIRMS4u)

Food Vendor Form:

[https://forms.office.com/Pages/ResponsePage.aspx?id=MJ\\_pbJ\\_h2UOawqD7IV1MCWQGleY6mQhKIQl4jxd4VEFUMTBNS1I2RU1UVVpDODIVMVVJNUIWSExDVy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=MJ_pbJ_h2UOawqD7IV1MCWQGleY6mQhKIQl4jxd4VEFUMTBNS1I2RU1UVVpDODIVMVVJNUIWSExDVy4u)

Parade Sign-Up Form:

[https://forms.office.com/Pages/ResponsePage.aspx?id=MJ\\_pbJ\\_h2UOawqD7IV1MCWQGleY6mQhKIQl4jxd4VEFUQVJLQ0c2TE8xMVVIWENMSIdTREpVQlo0UC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=MJ_pbJ_h2UOawqD7IV1MCWQGleY6mQhKIQl4jxd4VEFUQVJLQ0c2TE8xMVVIWENMSIdTREpVQlo0UC4u)

Non-Profit Vendor Sign Up Form:

[https://forms.office.com/Pages/ResponsePage.aspx?id=MJ\\_pbJ\\_h2UOawqD7IV1MCWQGleY6mQhKIQl4jxd4VEFUODICUkZXNUJSNkFVREI4UIIPTkVBRVkwMS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=MJ_pbJ_h2UOawqD7IV1MCWQGleY6mQhKIQl4jxd4VEFUODICUkZXNUJSNkFVREI4UIIPTkVBRVkwMS4u)

Commercial Vendor Sign up Form:

[https://forms.office.com/Pages/ResponsePage.aspx?id=MJ\\_pbJ\\_h2UOawqD7IV1MCWQGleY6mQhKIQl4jxd4VEFUMzRBM1k2UFBBUkVUTVg2Q0RRVki0VVVVNC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=MJ_pbJ_h2UOawqD7IV1MCWQGleY6mQhKIQl4jxd4VEFUMzRBM1k2UFBBUkVUTVg2Q0RRVki0VVVVNC4u)

**Subject:** Request for Support: 2025 Annual Town Fair

Good Afternoon XXXX,

Our town is eagerly preparing for our 2025 Annual Town Fair, scheduled for Saturday, June 14<sup>th</sup>, 2025. This cherished event brings together families, friends, and neighbors to celebrate our vibrant community with food, entertainment, and activities for all ages.

To ensure this year's fair is our best yet, we are seeking support from valued community members and local businesses like yours. We kindly request your consideration of a monetary donation to help cover the costs of the event such as entertainment, venue preparation and children's activities. Your generosity will play a vital role in making the event both memorable and accessible to everyone.

As a token of our gratitude, we would be delighted to recognize your contribution through [options like event signage, social media mentions, or including your logo in promotional materials]. Your support demonstrates a commitment to fostering community spirit and enhancing local traditions.

If you're interested in contributing, donations can be made via check by either dropping off at Town Hall or mailing to PO Box 223 Townsend DE 19734 or via online. All donations should be made payable to "Town of Townsend" (Please ensure "donation- Fair" is mentioned in the memo section if possible).

Please feel free to reach out to me directly at [jgoodyear@townnsend.delaware.gov](mailto:jgoodyear@townnsend.delaware.gov) or via phone at 302-378-8082 for any questions or additional details.

Thank you for considering this opportunity to support the 2025 Annual Town Fair. Together, we can create a wonderful day of celebration and connection for our town.

Best Regards,

Julie Goodyear

Town Manager

Dear [Vendor's Name/Business Owner],

We are excited to announce that our Town's Annual Fair is coming up on **Saturday, June 14, 2025**, and we would love for you to join us as a vendor! Each year, the fair draws a wonderful crowd of residents and visitors who enjoy our community's unique mix of food, crafts, goods, and entertainment. This year, we aim to make the fair bigger and better than ever, and we believe your participation would make it even more special.

This event is an excellent opportunity to showcase your products, connect with our community, and be part of a beloved tradition. If you're interested in joining us as a vendor, or participate in our Parade, please register using the links below:

Food Vendor: "Link"

Non Profit Vendor: "Link"

Commercial Vendor: "Link"

Parade Registration: "Link"

Spaces are limited, so we encourage you to sign up soon to secure your spot. We're excited about the possibility of having you with us and are more than happy to answer any questions you may have. Please feel free to reach out via email at [jgoodyear@townsend.delaware.gov](mailto:jgoodyear@townsend.delaware.gov) or by phone at 302-378-8082.

Thank you for considering being part of our Annual Fair. We look forward to celebrating with you and our community on June 14!

Scott Loddell, Mayor  
Joseph Bangura, Councilman  
Matthew Chapman, Councilman  
Marcus Suhr, Councilman  
Dylan Wiggins, Councilman



Julie Goodyear, Town Manager  
Mariaelena Rivera, Town Clerk  
Jennifer Helms, Financial Officer  
Kelsey Gallagher, Administrative Assistant  
Erik Gruenes, Town Engineer  
Lisa Hatfield, Town Solicitor

## Volunteer Community Service Documentation Form

This is to certify that \_\_\_\_\_ from  
\_\_\_\_\_ Class of \_\_\_\_\_ has performed volunteer service. The  
date(s) and location(s) are listed below.

**Name of Organization/Non-Profit/Event:** 2025 Townsend Town Fair

**Address: Fair location:** Town park (0 Edgar Road Townsend, DE 19734)

Date of the Event	Time In	Time Out	Total Hours per day

Special Duties/Services Performed:

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Supervisor Name (Please Print): Julie Goodyear, Town Manager

Supervisor Signature: \_\_\_\_\_

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

Contact Details: [jgoodyear@townsend.delaware.gov](mailto:jgoodyear@townsend.delaware.gov) or 302-378-8082


**P.O. Box 223 · 141 Main Street · Townsend, DE 19734**  
**Phone (302) 378-8082 · Fax: (302) 378-7099 · <https://townsend.delaware.gov>**  
**[townhall@townsend.delaware.gov](mailto:townhall@townsend.delaware.gov)**

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**Fwd: PLEASE CONSIDER: #JazzAndJokes with Comedienne K-Mack & Richard Hill Jr.**

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**From** Dylan Wiggins <dwwiggins@townsend.delaware.gov>  
**Date** Wed 11/27/2024 11:06 AM  
**To** Julie Goodyear <jgoodyear@townsend.delaware.gov>

 2 attachments (4 MB)  
1711480089779blob.jpg; 1711480070723blob.jpg;

Hi Julie ,

Please see the below email from Comedienne KMack. The prices are reasonable. Let's talk this week if you have time.

Thanks,

**Dylan K. Wiggins, Councilman**  
Town of Townsend, Delaware  
DWiggins@townsend.delaware.gov

P.O Box 223 | 141 Main Street | Townsend, Delaware 19734 | [www.Townsend.Delaware.Gov](http://www.Townsend.Delaware.Gov)

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**From:** Dylan Wiggins <dwwiggins@townsend.delaware.gov>  
**Sent:** Monday, November 25, 2024 9:23:38 AM  
**To:** KMack Management <kmackmgt@yahoo.com>  
**Subject:** Re: PLEASE CONSIDER: #JazzAndJokes with Comedienne K-Mack & Richard Hill Jr.

Great Morning,

Thank you for this information. I will share it with my teammates and we will get back with you. Talk soon.

Respectfully

Dylan K. Wiggins

**Dylan K. Wiggins, Councilman**  
Town of Townsend, Delaware  
DWiggins@townsend.delaware.gov

 Description: Town of Townsend2



**From:** KMack Management <kmackmgt@yahoo.com>

**Sent:** Monday, November 18, 2024 10:57:53 AM

**To:** Dylan Wiggins <dwiggins@townsend.delaware.gov>

**Subject:** PLEASE CONSIDER: #JazzAndJokes with Comedienne K-Mack & Richard Hill Jr.

This message originated from outside the organization

Greetings Dylan Wiggins,  
Jazz & Jokes International is a unique entertainment service that combines the joy of family-friendly comedy with the soulful sounds of live jazz music. Our goal is to provide a welcoming and inclusive space where people of all ages can come together to enjoy quality entertainment in a relaxed and vibrant atmosphere. We truly appreciate the opportunity to showcase our talent and create a memorable experience for your audience.

We help you create a custom package that aligns with your budget. We offer a comprehensive package of #ComedyAndJazz and here are some of our popular packages:

For \$1,250

- Comedienne K-Mack as your Host/Emcee or Comedic Entertainment
- Music performed by the Richard Hill Jr. Trio
- We follow your itinerary

or

For \$1,500

- Comedienne K-Mack as your Host/Emcee or Comedic Entertainment plus 2 guest comics
- Music performed by the Richard Hill Jr. Trio
- We create the itinerary

Note: Price may fluctuate slightly if there is more than an hour travel time! We are based out of Wilmington, DE

If you would just like the band (For two hours ONLY), the prices are:

- Trio: \$800 (Normally, Drums, Bass, and either keys/sax)
- Quartet: \$1200 (A vocalist can added along with the trio)
- Quintet: \$1500
- Add \$100 per person for each additional hour of the event

If you would just like Comedienne K-Mack or comedy alone, the prices are:

- 15 min set: \$300
- 30 min set: \$500/HOST
- 45 min set: \$700
- 1 hour set: \$900

Note: If you would like additional comics, or a comedy show then we can negotiate (Price fluctuates).

WE HELP YOU CUSTOMIZE THE EVENT ACCORDING TO YOUR VISION!!!

To provide you with the best service possible, please note the following details for the event:

If the event is scheduled from 7:00 PM to 9:00 PM, the band will arrive at 6:00 PM for setup and sound check. In order to ensure a seamless performance, please ensure the band is placed near a power source and any specific songs you would like played is submitted in advance. Additionally, we kindly request confirmation on whether the venue has amps, speakers, and microphones.

*To secure the date of your choice, a deposit of half of the amount is required. An invoice can be sent, and payment can be made via Paypal at [kmackmgt@yahoo.com](mailto:kmackmgt@yahoo.com), Zelle, Cash App at \$kmackmgt, or via check.*

*The remaining balance will be due on the day of the event, ideally in cash, prior to the band's performance. **Note: If payment is being made via check, we kindly ask for payment a day earlier so that we can pay everyone in cash the day of the***

*event to ensure a smooth process and avoids delays in compensating the artists after their set.*

*If a cancellation notification is not received at least 14 days prior to the event, the full payment will be due.*

**We do ask that at least water and light refreshments be available for the comics and the band.**

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