

TOWN OF ATOKA

334 Atoka-Munford Ave
Atoka, Tennessee 38004
Phone: (901) 837-5300
www.TownofAtoka.com



August 30, 2024

Dear Prospective Sponsor,

We are excited to announce that the Town of Atoka will be hosting two fun-filled fall events again this year! Our first event is the 5th Annual Autumn in Atoka, taking place on Saturday, October 5th. We will wrap up the month with our 28th Annual Safe Night Out on Friday, October 25th.

Autumn in Atoka will feature our Fall Food Truck Festival, showcasing many of our favorite food trucks along with merchandise and informational booths. While we are not seeking donations for this event, we wanted to make you aware of the opportunity to host a merchandise or informational booth. Booth spaces are available for \$50.00 and can be reserved at atokaparksandrec.com.

Since 1997, Safe Night Out has provided thousands of families with a safe, fun, and family-friendly way to celebrate Halloween. This year's Safe Night Out will take place on Friday, October 25th, from 6:00 to 8:30 pm at Nancy Lane Park. We plan to keep the event in person, resorting to a drive-through format only if the weather doesn't cooperate. Last year's in-person event was a huge success, and we aim to build on that success this year. The event will include Trick or Treat Stations, Game Booths, Activity Stations, Bounce Houses, Food Trucks, and more! We encourage sponsors to set up a booth, provide a game, or sponsor a Trick or Treat Station. We will supply the candy for prizes, and you are welcome to distribute any company swag. While the event is free to the public, we do ask for one canned or shelf-stable food item per child for admittance, which will be donated to the Mustard Seed Food Pantry in Atoka. Last year, we collected hundreds of food items, thanks to the generosity of our attendees.

We invite you to join us in providing these two fantastic fall events for our community. If your business is interested in participating in either event, please contact us by calling 901.837.5300 or emailing letsplay@townofatoka.com. Opportunities to set up at both events and/or volunteer are available. If you wish to donate, please complete the attached form and return it by mail, in person, or via email. You may also make donations via card at atokaparksandrec.com.

Thanks to the generous support of citizens and businesses like yours, these events remain free and open to the public. The success of events in the Town of Atoka is a testament to the strong partnership between community members, local businesses, and the Town. We hope we can count on your support this fall, and we look forward to two great events!

Thank you for your consideration and support.

Sincerely,

A handwritten signature in black ink that reads "Dorothy Isbell".

Dorothy Isbell, CPRP
Parks & Recreation Director
Disbell@atoktn.gov



FALL IN Atoka

Oct. 5th 11am-5pm

Nancy Lane Park

Free Bounce Houses & Yard Games

**Fall Food Truck Festival
Food Trucks & Vendors
Welcomed!**

Spots still available!
Register @
atokaparksandrec.com



FRI OCT 25 SAFE Night

6PM-8:30PM

OUT

NANCY LANE PARK

**TRICK OR TREAT STATIONS,
GAMES, BOUNCE HOUSES, &
FOOD TRUCKS**

**WANT TO SPONSOR OR
VOLUNTEER FOR
THE EVENT? E-MAIL
LETSPLAY@TOWNOFATOKA.COM
OR 901-837-5300.**

**ENTRY FEE:
CANNED GOODS**

**WEAR YOUR
COSTUME!**



TOWN OF ATOKA

334 Atoka-Munford Ave
Atoka, Tennessee 38004
Phone: (901) 837-5300
Fax: (901) 837-0028
www.TownofAtoka.com

Name/Company _____
Contact Phone _____
Contact Email _____

If you wish to make a monetary donation, please make a check payable to **Town of Atoka** and remit to the address above. You can also email your pledge form or any inquiries to letsplay@townofatoka.com. If you would like to donate online, go to www.atokaparksandrec.com. We can also take payment over the phone through our online system by calling (901) 837-5300.

Sponsorship/Vendor Opportunities:

Autumn in Atoka:

_____ Merchandise Informational Booth (\$50)

*This requires you to come and set up for the event and is your booth fee. You can also register and pay with a debit/card at atokaparksandrec.com.

Safe Night Out:

_____ Special Activity (\$500)- Need 3 Sponsors

*This will cover 1/3 of the activity provided at the activity stations. Sign with sponsor logo will be placed at the location.

_____ Trick or Treat Station (\$200)

*This will provide candy for a station during the event. Sign with sponsor logo will be placed at the station.

_____ I will drop by candy/prizes/freebies to Atoka Town Hall by Friday October 18th. List of sponsors will go on a banner/sign.

_____ Bounce Houses (\$300)- Need 3 sponsors

*This will help cover the cost of the Bounce House rentals. Sponsor corrugated sign will be placed at the location.

_____ Candy! Prizes! (\$100) – for the Town of Atoka game booths. Candy and small prizes will be purchased for these booths. A banner will be made with all these sponsors and put at the front entrance.

Each sponsorship will be posted at its location along with advertisements on our Facebook page and Website. Sponsors are welcome to provide goodies with their business names, coupons, information, or candy to be given out at the event. Please drop them off at Atoka Town Hall or call us to pick them up no later than Friday October 18th. We will be expecting 1500-2000 children to come to the event. However, any amount of any items will be greatly appreciated and spread out evenly.

_____ Yes, I would like to attend the event and have a booth space. *We prefer you to have a game or swag handout for the children if you set up. Candy will be provided for a game prize through your sponsorship.

_____ Yes, I would like to attend the event as a volunteer at one of the Trick or Treat Stations. *We will provide candy for the station from your sponsorship above.