



Middleburg Heights Community Center

16000 E. Bagley Road • Middleburg Heights, Ohio 44130

Tel: 440-234-2255 • Fax: 440-234-3228

January 16, 2001

To: Heather Lamers, Special Events Coordinator

From: Steve Dockman, Program Supervisor

I just wanted you to know how much I appreciated the great job you did in helping “kick off” the special events we held at the center this past year. More importantly, the Halloween, Holiday & New Year’s Party were a BIG hit with the public! Your hard work in getting sponsors, planning the activities, organizing the workers and writing the follow-up reports did not go unnoticed!

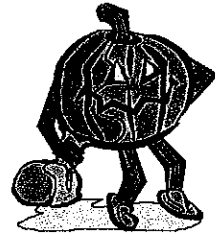
I hope you learned a lot and are already thinking of ways in which we can improve these events for 2001! Keep up the good work!

Thanks again!

cc. Carl
File

MIDDLEBURG HTS. COMMUNITY CENTER

UPCOMING EVENTS



HALLOWEEN FAMILY NIGHT

- ◆ Date: Saturday October 28th
- ◆ Time: 6:00pm - 9:00pm
- ◆ Fee: \$1.00 OR Donation of 2 non-perishable foods per person. Food will be given to the Chamber of Commerce, which will then be donated to needy Middleburg Hts. Residents.
- ◆ For: Middleburg Hts. Residents or attend school Middleburg Hts.
- ◆ Activities: Indoor Halloween costume parade (6pm Parade Start)
Crafts - Classroom (6:30-9pm)
Live Animal Shows - Multi-purpose Room (6:30pm & 7:30pm)
Casual Activity Area - Concessions (6pm-9pm)
D.J./Karaoke (6:30-9pm)
Gymnasium - Trick-or-Treating (6:30pm-8:30pm)
Halloween Games (6:30pm-9pm)



HOLIDAY FAMILY NIGHT

- ◆ Date: Saturday December 9th
- ◆ Time: 6:00pm - 9:00pm
- ◆ Fee: \$1.00 OR Donations of 2 non-perishable foods per person. Food will be given to the Chamber of Commerce, which will then be donated to needy Middleburg Hts. Residents.
- ◆ For: Middleburg Hts. Residents or attend school Middleburg Hts.
- ◆ Activities: Classroom - Crafts/Face Painting (6pm-9pm)
Lobby - Santa/Photos/Concession (6pm-9pm)
Multi- Purpose - D.J./Karaoke (6pm-9pm)
Half of Gymnasium - Inflatable Ride (6pm-9pm)
Indoor Pool - Swimming (6pm-9pm)



FAMILY NEW YEAR'S EVE NIGHT

- ◆ Date: Sunday December 31st
- ◆ Time: 7:30pm - 1:00am
- ◆ Fee: See Next Page
- ◆ For: Residents & Non-Residents
- ◆ Activities: Tot Watch - baby-sitting (7:30pm-1:00am)
Community Rooms - Dancing/Appetizers (7:30pm-12:30pm)
Multi-Purpose - 12 & Under Inflatable Rides (7:30-12:30am)
Gymnasium - Inflatable rides (7:30-12:30am)
Indoor Pool - Swimming (7:30-11:30pm)
Lobby - Karaoke/TV/Concession (7:30pm-1:00am)
Classroom - Games/Crafts (7:30pm-1:00am)

