



Union Township Community Action Organization, Inc.

2410 Springfield Avenue • Vauxhall, NJ 07088 • Phone: 908-686-6150
Fax: 908-688-6867 • Email: information@utcao.com • Web: www.utcao.com

January 25, 2018

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Vice Chair

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Sandra Terrell

Laura Damato, Principal
Jefferson School
155 Hilton Avenue
Vauxhall, New Jersey 07088

Re: Senior Pre-Prom Red Carpet Event – June 7, 2018 – 4:00 – 7:00

Dear Ms. Damato:

Union Township Community Action Organization, Inc. is the host of the Township's Red Carpet Prom Event. This year's event will be on, Thursday, June 7 from 4:00 PM – 7:00 PM. As you may know, this event began on an informal basis more than 60 years ago and has grown into a Township-wide event with more than 200 prom goers participating. As usual, we are formally requesting to use your parking lots in front of and on the side of the school for spectator viewing and/or parking. We would also like to use your driveway as the event space for the prom goers to promenade the entire length of the half circle driveway.

Officer Tyms, and his team from the Union Police Department will be on site and actively involved in maintaining traffic flow and crowd control for the entire event. Additionally, while we serve no food or drinks during the event, we will still have staff on hand after the event to pick up any refuse in the parking lots, driveway or walkway.

We hope that you and members of your staff will join us in the viewing area for this occasion, however, if you cannot, it can be seen on Union's local station, Channel 34. If you have any questions or concerns, please do not hesitate to give me a call at the above number on extension 116. I look forward to hearing from you to discuss next steps, i.e. permit, etc.

Sincerely,

Ernestine Frye,
Executive Director

CC: Joanne Little Clark, Chairman