



March 16, 2005

Dear Aurora Country Club Catering,

Thank you for agreeing to participate as a culinary sponsor for the Ball! The ball will be held at the Contemporary Arts Center on April 1<sup>st</sup> from 8:30 PM – 1 AM. Please plan to load-in at 7:30 PM. You may pull up to the CAC's front door, 900 Camp Street, to unload, then pull your vehicle around to St. Joseph Street, where you may park in the CAC's warehouse.

Just a reminder that we will only be providing one 6 foot table and signage. You must bring your own serving trays and utensils, paper products, serving staff and anything else that you might need to properly present and serve your food.

If we have not yet received the reply form with the name of your chef and a description of what you will be serving, please get that to us no later than March 21 or we cannot guarantee signage for your area.

You may bring any table décor and promotional items you wish to hand out or display.

Enclosed is a map of the space showing your location in the CAC as well as 2 tickets to the ball to give to your friends, family or clients.

Please provide your own serving staff, trays, dishes, paper products, plates, utensils and anything else that might be needed for serving your food.

Feel free to call or email with any questions 528-3805, 583-8232 or [johanson@cacno.org](mailto:johanson@cacno.org).

Thank you again for supporting the CAC!

A handwritten signature in black ink, appearing to read 'Reese', with a large, stylized 'J' at the end.

Reese Johanson  
Special Events Coordinator