

**From:** Imagine Party and Events [mailto:imagineparty@██████████]  
**Sent:** Tuesday, July 18, 2017 1:06 PM  
**To:** Westermann, Dawn; Volpe, Tina  
**Subject:** Contract signed

Dawn and Tina,

We are so happy that the contract has been signed and we can move forward in working on what promises to be a wonderful event.

Can you let us know whom we should be in contact with for all of our questions? Is it both of you or one of you?

We also sent a list of questions a few weeks ago and you had wanted to wait until the contract was signed. Can you call us to discuss those questions or answer them in an email?

We also have a number of other things to talk about- when would be a good time to talk?

Stacey

--

Stacey Baumer and Debbie Wecker  
Imagine Party and Events, Inc.  
33 Park Road  
Scarsdale, New York 10583

Stacey's phone (██████████)  
Debbie's phone (██████████)  
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the sidewalks or on the street at parking meters. I've attached a photo of where they can be parked on the North Plaza and a map of the parking meter locations with their corresponding numbers. To hood meters you would contact the City of Saint Paul at 651-266-6151. We do have a ramp that we can put out over the stairs at the front of the building, if needed.

9. Please confirm that we can use 60 of your 72" rounds, and 12 of your 30" high tops and 35 of your 6'-30" banquet tables? Confirmed.

10. How much of the 17' high black draping is included in our contract? 300', This is what is needed along the length of the Waiting Room so we can board/deboard the train passengers.

**From:** Imagine Party and Events [mailto:imagineparty@██████████]  
**Sent:** Tuesday, July 18, 2017 1:34 PM  
**To:** Volpe, Tina  
**Cc:** Westermann, Dawn; Barry, Grace  
**Subject:** Re: Contract signed

Tina

We can definitely set up a time on Wednesday to talk through a lot of it, but we do have some pressing questions that would need to be answered sooner than that. We have all been waiting patiently as the contract has taken almost 6 months to complete. Would you be able to find a few minutes to talk to us sooner?

Stacey and Debbie

On Tue, Jul 18, 2017 at 2:12 PM, Volpe, Tina <Tina.Volpe@██████████> wrote:

Hi Stacey,

Dawn is out of the office this week, so we would be able to set up a time to talk next week. It looks like we both have some availability on Wednesday afternoon 7/26 if there is a time that works for you.

We are working on your previous list of questions and will get back to you on those before we talk so we can also walk through them on the phone.

I want to introduce you to Grace Barry. She is our event coordinator. Typically after a contract is signed we turn clients over to Grace to work with you on the logistics and execution of the event.

Due to the high profile nature of your event, I will be working closely with Grace on the details and we will include Dawn as necessary.

Grace can also be reached at ██████████.

Let me know about next Wednesday!

Thanks,

Tina