

SCOPE OF WORK

- Meet with city officials in person or via Zoom, as needed
- Prepare a “Statement of Need” for the city’s reference and internal use
- Provide the city with a sample cover letter (to business owners from the city) to be attached to each *Best Practices for Nightlife Establishments* booklet
- Prepare copies of the cover letter
- Prepare addressee mailing labels for the city’s on-sale establishments
- Prepare return address labels, per city’s specifications, showing the city as the sender
- Have the appropriate number of booklets professionally printed
- Stuff cover letter and booklet into envelopes, affix postage and mail to each of the city’s on-sale alcohol establishments