



## Village of Wauwatosa

### Business Improvement District

June 27, 2006

Dear Village of Wauwatosa Business Improvement District member:

Thank you for the information you have already submitted to Brian Preiss for use on [www.villageofwauwatosa.com](http://www.villageofwauwatosa.com), and the Village of Wauwatosa printed guide.

We are now looking for information on **events or sales** that your store or business may be holding **over the next several months**. We would like that information no later than **Thursday, July 6<sup>th</sup>** in order to enter that information into the website database.

Please use the attached form to provide event information. This form may be used to announce a special sidewalk sale, or a change of hours, or a community event taking place within the Village BID boundaries. Be as specific as you are able to be.

Send those details to the attention of Brian Preiss at [bjpmanagement@byteharmony.net](mailto:bjpmanagement@byteharmony.net), or 1414 Underwood Avenue, Ste 402, Wauwatosa, WI 53213, or fax them to 774-7728.

In the future, events will be updated on a weekly basis. Please add his address to your contact listing for upcoming events so he receives information so it may be posted on [www.villageofwauwatosa.com](http://www.villageofwauwatosa.com)

Event information will be updated on the web each Friday morning. To submit new information you must have your information to Brian Preiss by the Monday of that week. We need time to review appropriateness, proof and format your information. The new information will be live by the following Monday.

Finally, we are creating a database of photos to use on the website and welcome your digital files. Please email those photos to our website developer at Catral/Doyle, Erin Jende, [erin@cdcreative.com](mailto:erin@cdcreative.com) AND to Brian Preiss at [bjpmanagement@byteharmony.net](mailto:bjpmanagement@byteharmony.net)

We are in the greatest need for the following: Photos of special events in the Village (i.e., Hart Fest, sidewalk sale, business anniversary); Summertime shots of the Village; People doing things in the Village; Families enjoying the Village; Inside shots of your store/business; Out-side shots of the Village area or your business.

If you have questions, please call Brian at 414-520-0440.

Sincerely,

The Village of Wauwatosa BID Marketing Committee  
Brian Preiss Executive Director

1414 Underwood Avenue, Suite 402  
Wauwatosa WI 53213  
ph (414) 297-9285 • fax (414) 774-7728

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