

Good afternoon,

Please allow this email to serve as a request to utilize Gordon's Alley for an event for Vicksburg Alumnae Chapter of Delta Sigma Theta Sorority, Inc. Event details are as follows:

Event name: "Jingle Jam Downtown: Karaoke Style"

Date: Sunday, December 7th

Time: 5pm - 7pm

Contact info for the event will be Madelyn Mayfield. Phone number is 601-552-8553. I've also copied her on this email.

Please inform if the date is available, and if the request is approved. We will await any additional information regarding availability prior to releasing a flyer. We apologize for such short notice, as we had originally planned a different venue for the event.

Thank you in advance for your consideration.

Best,

Fermika Smith

Chair, Public Relations Committee

Vicksburg Alumnae Chapter Delta Sigma Theta Sorority, Inc.