



March 16, 2017

Dear Friend of the Capital City:

On behalf of the Public Spaces Team of Downtown Lansing Inc. (DLI), we invite you to participate in the 10th annual *Capital City Clean Sweep*! **Downtown Spring clean up begins at 1:00 p.m. on Tuesday, May 9, 2017 (rain date Thursday, May 11th.)** Enclosed please find a registration form for your review and consideration. The **deadline for registration is Monday, April 17th**. Upon receipt of your registration form, DLI will provide you with a participation packet that includes the following:

- Event Details Sheet and General Instructions
- Liability Release Forms for all participants in your group
- Map of team site assignments
- Trash and Debris Bags
- Litter Pick-Up Report Form (please bring with you to the event to complete and return afterwards)
- Event Evaluation Form (please bring with you to the event to complete and return afterwards)

Pre-registration is required for all volunteer teams to eliminate a long registration process and get appropriate numbers for lunch. Please complete the enclosed **registration form and return it to the DLI office by Monday, April 17**, via fax to (517) 483-6057 or email at Brittney@downtownlansing.org

Pre-event supply pick-up! For your convenience, on **Wednesday April 26th between 10 a.m. and 1 p.m.**, we are asking team captains or a designee to pick up the supplies for your group from the DLI office located at 401 S. Washington Sq., Suite 101, Lansing, MI. If you can't make it to the DLI office on that date and would like to pick up your supplies prior to the event, please contact Brittney Reiley, Revitalization Coordinator, at the number below. Safety vests are available upon request but need to be returned following the event. We would also like to encourage each group of volunteers to bring their own broom, dustpan and/or rake.

On the day of the event there is a brief Team Captain meeting at 12:00 p.m. at City Hall Plaza, 124 W. Michigan Ave. Teams will then disperse to their assigned area after lunch around 12:45 p.m. ***Please have your team join us for lunch beforehand at 12:15 p.m.***

With your help, we can continue to take pride in beautifying our downtown business district, support a Cleaner, Greener Lansing, and truly make a difference in our community. I look forward to your participation in the 2017 *Capital City Clean Sweep*!

If you have any questions, please contact me, at (517) 487-3322 or brittney@downtownlansing.org

Sincerely,

Mindy Biladeau, Executive Director





Registration Form

Deadline: Monday, April 17, 2017

May 9, 2017- Meeting at City Hall Plaza, 124 W. Michigan Ave.

Team Captain Meeting **12:00-12:15 p.m.**

Lunch **12:15-12:45 p.m.**

Capital City Clean Sweep **12:45-3:00 p.m.**

Organization/Business: _____

Number of people in your group: _____

Number of people attending lunch: _____

Lunch choices: Turkey & Cheese _____ Chicken Salad _____ Ham & Cheese _____

Veggie Sandwich _____

Team name: _____

Contact Person: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ Email Address: _____

Signature of Contact Person

Date

PLEASE RETURN THIS FORM BY Monday, April 17, 2017

Downtown Lansing Inc.

Email: brittney@downtownlansing.org or Fax: (517) 483-6057

