

# CITY OF SERGEANT BLUFF WELCOME PACKET PROGRAM

Enrollment applications are being accepted for the City of Sergeant Bluff Welcome Packet Program. Welcome Packets will be distributed when new residents come to City Hall to apply for utility service.

A Welcome Packet will consist of a tote imprinted with the logos of the partner level businesses. Inside each tote will be an area business listing, a folder containing helpful information for someone new to the area, and literature, brochures, business cards and promotional items provided by the participating businesses and organizations.

**The City of Sergeant Bluff has been averaging 350 new residents.**

Four levels of participation are available. Please choose the level that suits the needs of your business or organization, fill out the Enrollment Form, and return it (with your payment for levels 2-4) to: City of Sergeant Bluff, PO Box 703, Sergeant Bluff, IA, 51054. Accepted forms of payment are cash, checks or money orders, payable to City of Sergeant Bluff.

## **Level 4: Welcome Packet Partner** \$400 annual fee

- Your company logo will be printed on the Welcome Packet totes
- Your logo included on the color Partners Logo Page in the Area Business Listing
- Half-page feature, with color logo, in the Partner Pages section
- Promotional Item you provide included in the Welcome Packet totes
- Literature you provide (brochure, coupon, business card, etc.) in the Welcome Packet totes
- **One Welcome Packet Partner will be featured each month in the Sergeant Bluff Horizon Newsletter**
- Your business included in the Area Business Listing to include: Name, Address, Phone Number and Slogan along with logo on the cover page.

## **Level 3:** \$200 annual fee

- Promotional Item you provide included in the Welcome Packet totes
- Literature you provide (brochure, coupon, business card, etc.) in the Welcome Packet totes
- Your business included in the Area Business Listing to include: Name, Address, Phone Number and Slogan

## **Level 2:** \$100 annual fee

- Literature you provide (brochure, coupon, business card, etc.) in the Welcome Packet totes
- Your business included in the Area Business Listing to include: Name, Address and Phone Number

## **Level 1:** No Charge

- Your business included in the Area Business Listing to include: Name and Phone Number

If you have questions about the Welcome Packet Program, please contact City Hall by phone (712) 943-4244 or send an email to [cityhall@cityofsergeantbluff.com](mailto:cityhall@cityofsergeantbluff.com).

# City of Sergeant Bluff Welcome Packet Enrollment Form

**Please return this form to ensure accurate information in the Area Business Listing.**

Please mail the completed form to: City of Sergeant Bluff, PO Box 703 Sergeant Bluff, IA 51054.

If you choose to participate at a level with a fee, please enclose your payment with this form. Accepted forms of payment are cash, check or money order, payable to City of Sergeant Bluff.

Level 2-4 participants: Please supply 350 literature/promotional items, depending on participation level.

**Level 4: Welcome Packet Partner** \$400 annual fee

**You provide Promotional Items and Literature**

Please email your company logo in electronic format to [Cityhall@cityofsergeantbluff.com](mailto:Cityhall@cityofsergeantbluff.com), by March 1<sup>st</sup>, so that we may order the new Welcome Packet Totes.

If you were a Welcome Packet Partner last year and wish to have the same logo, please check the box.

**Level 3:** \$200 annual fee: **You provide Promotional Items and Literature**

**Level 2:** \$100 annual fee: **You provide Literature**

**Level 1:** No Charge: **You will be included in the Area Business listing**

## Contact Information

Name of Business or Organization \_\_\_\_\_

Contact Person(s) \_\_\_\_\_

Address \_\_\_\_\_ PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Information about your business (motto, hours of operations, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What information should appear in our Area Business Listing (based upon level chosen)?**

Same as above      or       Information listed below

\_\_\_\_\_

\_\_\_\_\_

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