



CITY OF HOUSTON

John Whitmire

Mayor

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April 15, 2024

Harris County
Department of Economic Equity and Opportunity
1001 Preston Street #670
Houston, TX 77002

Dear Director Estella Gonzalez:

I write to you as Director of the Mayor's Office for People with Disabilities (MOPD) and on behalf of our event partner, the Texas Workforce Solutions Gulf Coast Region to announce that we are organizing a major employer and community resource event for Wednesday, May 15, 2024, from 10 AM – 2 PM. Given the overwhelming interest, the event has outgrown its initial venue (**Metropolitan Multiservice Center**), and we are now relocating to a larger venue (**University of Houston – Main Campus**).

This employer and community resource event will be unlike any other hiring fair previously hosted, as we are extending invitations to all 13 regions that make up the Gulf Coast, including Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Harris, Liberty, Matagorda, Montgomery, Walker, Waller, and Wharton. Additionally, we are inviting students from all UH campuses to attend. Our goal is to promote employment opportunities and community resources for everyone, including military personnel, veterans, and individuals with disabilities. City of Houston City Council Members and representatives from eight City of Houston departments have also been invited to attend and promote this event.

For this reason, we are kindly requesting sponsorship from the Harris County **Department of Economic Equity and Opportunity** to help cover the costs associated with securing a large parking lot, conference room, and reservation services. The estimated costs are \$2,000.00 for conference room and reservation services, and \$1,200.00 for parking lot rental. The total sponsorship request is for \$3,200.00. In exchange, we will greatly appreciate your monetary support by promoting the **Department of Economic Equity and Opportunity** through UH Campus Press, City of Houston, MOPD, and Texas Workforce Commission social media channels, promotional material, and other media outlets.

To facilitate our planning process, we kindly ask for confirmation of sponsorship promptly. This will allow us to meet our flyer and promotional deadlines and extend invitations to additional participants and UH departments interested in attending.

Council Members: Amy Peck Tarsha Jackson Abbie Kamin Carolyn Evans-Shabazz Fred Flickinger Tiffany D. Thomas Mary Nan Huffman Mario Castillo
Joaquin Martinez Edward Pollard Martha Castex-Tatum Julian Ramirez Willie Davis Twila Carter Letitia Plummer Sallie Alcorn

Controller: Chris Hollins

Currently, we have 75+ booths reserved, but we anticipate accommodating up to 100 booths, with an expected attendance of 1000 to 2000 individuals.

We are confident that your support will greatly contribute to the success of this event and make a positive impact on our community. We look forward to the possibility of partnering with you and appreciate your consideration of our request.

Thank you for your time and attention. Please feel free to contact me if you require any further information or clarification.

Sincerely,

A handwritten signature in black ink that reads "Angel Ponce". The script is fluid and cursive, with the first letters of "Angel" and "Ponce" being capitalized and prominent.

Angel Ponce, Director

Mayor's Office for People with Disabilities

(O) 832-394-0814