

April 14, 2010

Dear Communication Studies Faculty,

Enclosed you will find the components of my Capstone project. I am submitting them in the hope that you will grant me permission to present at the scholar's symposium next Wed, April 21. The components of my project are as follows:

- Newsletter
- Winter Blast Press Release
- Winter Blast PSA
- BWA News Article
- CD of Winter Blast Photos
- Adaptive Fact Sheet

I have worked with Bretton Woods Adaptive throughout the semester to help with promotions for their annual Winter Blast event and to create documents that they can use to better publicize their program. They already had an e-mail newsletter but wanted me to create one specifically for the community who wish to have more information about what they do and the various types of events they host.

On Scholar's Day, I plan to provide a rundown of my project by first explaining the role of Bretton Woods Adaptive and then going into detail with the various projects I created for them to use. The largest piece of my presentation will focus on the Winter Blast Event, which is the biggest event I helped to work on and publicize.

Thank you very much for your consideration of my project and I look forward to hearing back from you soon. My e-mail address is jpappalardo@my.colby-sawyer.edu.

Sincerely,

Jonathan Pappalardo