

To: The Oklahoma County Public Buildings Authority Event Coordinator

From: Pastor Manning T.A.S.K. Director

Date: May 21, 2026

This letter serves as our formal request to reserve the Lincoln Building Event Room, located at 4205 N. Lincoln Blvd., OKC, OK 73105.

Date: June 13, 2026

Time: 4:00pm – 6:00pm

Title of Event: Annual T.A.S.K. Silence Violence Vigil

Purpose: This special evening is dedicated to honoring the lives of those we have lost due to violence and supporting the families and communities forever impacted by tragedy. Violence continues to affect our neighborhoods, our youth, and our future, and we believe it is time for our community to come together in love, unity, healing, and hope.

TASK was founded on the belief that every life matters and every child deserves hope, guidance, and opportunity. Through outreach, mentorship, intervention, and community engagement, we continue working to break cycles of violence and restore hope to families across Oklahoma.

Estimated Attendance: 200-300

Set-up Time Requested: 3:00pm

Tear-down Time Requested: 7:00pm

Additional Notes:

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Sincerely,

Pastor Manning

TASK Founder/CEO