

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by 3:00pm on **Monday**.

*\*All fields must be completed.\**

*Incomplete request forms will be returned to sender which may cause a delay in processing.*

**Date of Request: February 6, 2014**

Please mark one:  Bill Request or  Resolution Request

1. Has your agency submitted this request in the last 12 months?

Yes  No

If yes, please explain:

2. **Title:** *(Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)*

To approve the Mayoral appointment of Sabrina Coleman to the Denver Women's Commission for a term effective immediately and expiring June 30, 2015 OR until a successor is duly appointed.

3. **Requesting Agency:** Mayor's Office

4. **Contact Person:** *(With actual knowledge of proposed ordinance/resolution.)*

- **Name:** Anthony Aragon
- **Phone:** 720-865-9032
- **Email:** [anthony.aragon@denvergov.org](mailto:anthony.aragon@denvergov.org)

5. **Contact Person:** *(With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)*

- **Name:** Anthony Aragon
- **Phone:** 720-865-9032
- **Email:** [anthony.aragon@denvergov.org](mailto:anthony.aragon@denvergov.org)

6. **General description of proposed ordinance including contract scope of work if applicable:**

[Insert general description here.]

**\*\*Please complete the following fields:** *(Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field – please do not leave blank.)*

- a. **Contract Control Number:**
- b. **Duration:** Terms effective immediately and expires June 30, 2015
- c. **Location:**
- d. **Affected Council District:**
- e. **Benefits:**
- f. **Costs:**

7. **Is there any controversy surrounding this ordinance?** *(Groups or individuals who may have concerns about it?)* Please explain.

[Start typing here.]

*To be completed by Mayor's Legislative Team:*

SIRE Tracking Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

# SABRINA COLEMAN

(303) 378-2218 \* COLEMANS23@HOTMAIL.COM

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## RELEVANT CAREER EXPERIENCE

**Pansophy PR - November 2011 - Present**

**Public Relations / Event Planning**

Organize various events for clients in Denver, CO, New York and Los Angeles, CA.

- Maintain celebrity clients and their image in the media
- Seek and maintain relationship with various media contacts
- Contact and contract celebrity appearances for celebrities such as: Christian Siriano, Kendra Wilkinson, Meagan Good and various other celebrities and athletes
- Build all visual concepts, decorations and displays for launch parties, trade shows, book signings, red carpet and other events
- Identify target audience for each separate event and engage that audiences attendance
- Establish community relationships with non-profits, organizations & agencies

Maintain a client roster and their careers in the media

- Book speaking engagements
- Book interviews with all press outlets
- Write press releases as well as business pertinent information
- Plan and execute PR brand campaigns
- Seek, respond and coordinate all appearances for my clients with the media, charity and non-profit organizations
- Maintain social media content

**Starz Entertainment Group - April 2005-August 2008**

**Production**

Responsible for the origination of on-air and off-air promotional material as well as the concept development, writing, editing and producing of video and/or audio spots or segments, including script writing, selecting music, video and graphic elements, and directing voice-over talent.

- Created an on-air franchise for the **Starz inBlack** channel, titled **Up Stage**.
- Provided public relations / and talent coordination for every shoot.
- Created a partnership with Sony/Jive Records for on-air segments featuring their artists.
- Developed and successfully executed a variety of out of town production shoots, many of which have been high profile.
- Created unique ideas for shoots; researched and contacted the appropriate people for each shoot, wrote and edited the scripts for host segments and for voice-over talent, conducted the interviews and video edited the pieces together in a timely fashion.
- Shot on a mini DV camera for various shoots.

**Big City Artist Management - Oct. 2001- May 2004**

**Executive / Personal Assistant**

Provided talent management services, public relations/ publicity services and acted as a personal assistant to clients such as well known actress/comedienne **MO'NIQUE** and actress/director **KIM FIELDS**.

- Coordinated press requests; press releases and personal appearance requests.
- Responsible for reviewing daily breakdowns, preparing submission packages as well as contract and proposal preparation.
- Gained valuable experience working with high-profile clients coordinating media interviews with Paramount (studio), UPN (network), Big Ticket Television, etc.

- Developed and maintain important relationships with celebrities, public relations firms, media, network and unit publicist's agents and clients.

## **EDUCATION**

**Associates Degree in Broadcast Journalism - Los Angeles Valley College, Los Angeles, CA**

**School of Communications- Howard University, Washington, DC**