Founders’ Day Committee Meeting Agenda

Date: April 5, 2019
Time: 2:00 PM
Location: Carbondale Tourism Office

Roll Call and Determination of a Quorum

Communication and Reports:

A. Founders’ Day Play
   a. Discuss the progress of the plays conception
   b. Budget potential costs
   c. Discuss suitable venue options

B. Flag Retirement Ceremony at Founders’ Park
   a. Discuss replacement options to conduct the flag retirement
   b. Revise lists of individuals to give speeches during the ceremony
   c. Coordinate with Founders’ park Committee

C. Founders’ Day Cocktail Reception
   a. Create budget and plan for potential costs
   b. Suggest venues for event
   c. Develop the set up/ logistics for the event

D. Advertising
   a. Create a plan for advertising opportunities
   b. Factor advertising into the budget

Comments by the Public, Committee Members, or Staff

Adjournment