



Agenda Item Report

Meeting Type: Tourism Commission

Meeting Date: May 5, 2025

Item Title: Review and Approve Flyer Printing and Distribution

Submitted By: David Bennett, Communications & Economic Development Coordinator

Detailed Description of Subject Matter:

The Tourism Commission met on April 7, 2025, and reviewed content and design with the addition of a QR code. There was approval of partnering with another group to distribute the flyers during the 4th of July parade. The Redbud Players were the only group to offer the assistance, and no logistics have been discussed.

The Tourism Commission will need to approve how many flyers to print, printing provider, cost, and determine a distributor. If using standard 11"x8" paper or cardstock, the City could print 2 in-color flyers per sheet at a cost of \$0.50 per sheet. Or \$1.00 per sheet if double sided.

List of all Supporting Documentation Attached:

Draft – Flyer for Distribution

Action Requested of Tourism Commission:

Review and take possible action to approve the quantity and pricing and to authorize the City to print flyers and to approve the Redbud Players to distribute the flyers during the 4th of July parade.