



**STAFF REPORT**  
**City of Dripping Springs**  
**PO Box 384**  
**511 Mercer Street**  
**Dripping Springs, TX 78620**

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**Submitted By:** Johnna Krantz, Community Events Coordinator

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**Commission Meeting Date:** January 22, 2024

**Agenda Item Wording:** **Review and discuss list of general event supplies to ensure we are within budget before approving purchases.**

**Agenda Item Requestor:** Johnna Krantz, Community Events Coordinator

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**Summary/Background:** Event supplies should be ordered early order to ensure all items arrive ahead of the Festival. Commissioners should review all supply requests on this list to ensure we remain on budget before purchases are made.

**Staff Recommendations:** Commissioners should provide any additional supply requests to the Community Events Coordinator as soon as possible.

**Recommended Commission Actions:** .

**Attachments:** General supply list.

**Next Steps/Schedule:** Order approved event supplies.