



HISTORIC TOWN OF EATONVILLE, FLORIDA
TOWN COUNCIL WORKSHOP
JULY 18, 2023, AT 06:30 PM
Cover Sheet

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ITEM TITLE: Discuss Establishing A Special Event Advisory Committee
(Councilwoman Randolph)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: LEGISLATION
INTRODUCTIONS		Exhibits: <ul style="list-style-type: none"> • Park City Special Events Advisory Committee (SEAC) Policies & Procedures (Sample) • City of Fort Myers’ Special Event Advisory Committee Information (Sample) https://www.cityftmyers.com/1642/Special-Events-Advisory-Board
CONSENT AGENDA		
COUNCIL DISCUSSION	YES	
ADMINISTRATIVE		

REQUEST: For the Town Council to discuss establishing a Special Event Advisory Committee to recommend and plan major established events under the direction of the Town Council by majority vote, as deems appropriate and necessary. Other minor events may be at the discretion of the Town Council or under the direction of The Parks and Recreation Department in consideration of capacity/attendance and expectations.

SUMMARY: The Historic Town of Eatonville Town Council desires to establish an organized special event advisory committee of residents and property owners of Eatonville, as volunteers appointed by the Town Council. The special event advisory committee will make recommendations and plan for special events. For approximately 50 years, the Town of Eatonville has been commensurate with two major annual events - Dr. Martin Luther King, Jr., and Eatonville Founder’s Day (Birthday). The committee duties will involve developing a theme, arranging entertainment, developing a budget, site planning, and all duties associated with ensuring a successful event which is to be provided to Council and placed on the town’s annual schedule of events. This group is to be composed of community volunteers and will impact the reduction of staff and operational costs on the Town’s budget and will be expected to submit plans in a timely manner.

Discussed previously on 3/21/23 during the Council Workshop. Bringing back for further discussion.

RECOMMENDATION: To discuss establishing a Special Event Advisory Committee

FISCAL & EFFICIENCY DATA: N/A