



## **TOWN OF ELIZABETH**

COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** Historic Advisory Board

**FROM:** Zach Higgins, Community Development Director  
Alexandra Cramer, Planner/Project Manager

**DATE:** October 7, 2024

**SUBJECT:** Discussion and Possible Action Regarding Brochure Printing

### **SUMMARY**

The recent Historic Walk and Talk Tour utilized informative brochures that were well-received by participants. To ensure we have an adequate supply for future events and general distribution, staff proposes reprinting these brochures with a more generalized title, removing the specific "2024 Walk and Talk Tour Companion Guide" designation.

We have received a quote from Elizabeth Technology Center for the printing of 100 brochures. The cost for this printing is \$86.00, which can be covered by our current promotional materials budget of \$1,800.

### **STAFF RECOMMENDATION**

Staff recommends that the Historic Advisory Board approve the allocation of \$86.00 from the promotional materials budget for the printing of revised Historic Walk and Talk Tour brochures.