



Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: April 18, 2023

Originating Department: Special Events

Agenda Title: Centennial Celebration Time Capsule Ceremony Update

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: _____

Please initial one:

_____ Yes I have notified everyone

 X Not applicable in this case

Summary Explanation/Background: After speaking with the Town Manager and staff, we have made some adjustments to the Centennial Celebration Time Capsule Ceremony. The event will take place on Thursday, November 16 at 4:00 pm in the Commission Chambers. The Town Commission and Centennial Celebration Committee will meet at 3:30 pm to take photos in front of the Clock Tower located at Park Avenue and 7th Street. The time capsule will travel from the Clock Tower to Town Hall and will be opened in the Commission Chambers. After the opening and viewing of the contents, the Centennial Celebration Committee will discuss the contents of the new time capsule. We will also have the Title Sponsors and Diamond Sponsors present their items to be placed in the new time capsule. The ceremony will end with more photos of the Town Commission, Centennial Celebration Committee, Town Staff and the Centennial Sponsors. The items from the 75th Anniversary time capsule and the new items will be on display at the Centennial Celebration Festival on Saturday, November 18. The Public Works Department will bury the new time capsule following the event.

Recommended Motion: No motion required.