



## Town of Lake Park Town Commission

### Agenda Request Form

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**Meeting Date:** January 19, 2023

**Originating Department:** Special Events

**Agenda Title:** Centennial Commemorative Book Update

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Account Number:** \_\_\_\_\_ **Finance Signature:** \_\_\_\_\_

**Advertised:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** \_\_\_\_\_

**Please initial one:**

    X     Yes I have notified everyone  
           Not applicable in this case

**Summary Explanation/Background:**

The Special Events Department published RFQ 119-2022 for the Centennial Commemorative Book on November 18, 2022. At the submittal deadline line on Friday, December 2, 2022, one proposal was submitted by Star Group International, Inc. The Special Events Department will move forward with Star Group International as the publisher of the Centennial Commemorative Book. A meeting has been scheduled for Tuesday, January 10 to discuss the agreement and details. The Centennial Commemorative Book project will be organized by the Town's Grant Writer/Chief Public Information Office, Merrell Angstreich. The Special Events Department will provide the Centennial Celebration Committee with updates throughout the year. The Centennial Commemorative Book will be unveiled at the Centennial Gala on Saturday, October 14, 2023.

**Recommended Motion:** No motion needed.