



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 21, 2023

Originating Department: Special Events

Agenda Title: Centennial Celebration Time Capsule Ceremony

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: Previously, the Centennial Celebration Committee set the Centennial Celebration Time Capsule Ceremony to take place on Thursday, November 16 at 12:00 pm at the Clock Tower. After reviewing the schedule, staff realized that the event time would conflict with the Town's sanitation schedule. Staff is recommending that the event time is changed to 4:00 pm.

Recommended Motion: I motion to change the event time of the Centennial Celebration Time Capsule Ceremony to 4:00 pm.