



Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: October 3, 2023

Originating Department: Special Events

Agenda Title: Centennial Celebration Gala

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

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

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

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: Centennial Celebration Ticket List

Please initial one:

_____ Yes I have notified everyone

X Not applicable in this case

Summary Explanation/Background:

EVENT INFORMATION

The Centennial Celebration Gala will be held on Saturday, October 14 from 6:00 pm – 11:00 pm in the Mirror Ballroom. Tickets are on sale for \$100.00 per person.

TICKETS

At this time, we have 43 tickets that have either been sold or given away for the event. Staff would like to have the committee discuss how they would like to proceed with selling or giving away more tickets.

EVENT PROGRAM

Town staff is working on the event program. So far, the template includes

6:00 pm – 7:00 pm: Champagne Reception

7:00 pm – 7:30 pm: Welcome and Introductions (Chair and Vice Chair)

7:30 pm: Dinner Served (Background Music Playing)

8:00 pm: Remarks (Mayor, Town Manager)

8:15 pm: Musical Selection (Band)

8:30 pm: Cake Cutting

8:35 pm: Presentations (Committee, Sponsor)

9:00 pm: Dancing

11:00 pm: End of Gala

At this time, staff would like the committee to discuss the event program.

PROGRAM BOOKLET

Town staff is working on the program booklet design and content. At this time, Forest Development/Nautilus 220 is the only sponsor that will receive a full page advertisement in the booklet. The remaining sponsors will be thanked by the Town as well.

DECORATIONS

Town staff is working with Absolute Party Rental and A Beautiful Occasion to provide gold chiavari chairs, table linen, photo backdrop and floral centerpieces. We are focusing on blue, gold and white décor.

FOOD AND BEVERAGES

The food will be catered by C'est Si Bon catering located in Lake Park. Bonner Mobile Bar will provide the bar tending service for the event. Staff will provide the final headcount by Friday, October 13.

GALA GIFT BAGS

Each attendee will receive a gift bag that will include the Centennial Celebration Commemorative Book, Centennial Coffee Mug or Pint Glass, Centennial Shopping Bag and a Centennial Keychain. Everyone will also receive a single boxed cookie with the Centennial Logo from Happy Day Creations. Staff is still working on the details for the chocolate box from Voice Chocolates.

ENTERTAINMENT

The Derek Mack Band, one of south Florida's premier party show bands, will provide the live entertainment for the gala. This high-energy versatile group of musicians crosses musical lines to bring a variety of styles and moods to please anyone's musical taste. Performing music from the 60's, 70's, 80's, 90's and today.

PRESENTING SPONSOR RECOGNITION

We will have several employees from Forest Development and Nautilus 220 attending the event. Staff would like the committee to discuss the possibility of acknowledging Forest Development and Nautilus 220 at the event and providing them with a plaque/trophy.

Recommended Motion: No motion needed