



Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: November 8, 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: Centennial Celebration Time Capsule Ceremony Flyer
Centennial Celebration Time Capsule Ceremony Items

Please initial one:

X Yes I have notified everyone

Not applicable in this case

Summary Explanation/Background:

EVENT LOGISTICS

The Centennial Celebration Time Capsule Ceremony will take place on Thursday, November 16 at 4:00 pm in the Commission Chambers. 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.

PHOTOGRAPHY & VIDEOGRAPHY

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. Guerrier Films, Inc will be onsite to take the photos and videos. They will also video the time capsule as it travels from the Clock Tower to Town Hall.

FOREST DEVELOPMENT/NAUTILUS 220

Peter Baytarian and other staff members from Forest Development/Nautilus 220 will attend the event. Peter will present their selected item to be place in the new time capsule.

LIST OF ITEMS

The list of items that will be included in the new time capsule is attached.

FOOD

Sabatino's Catering will provide a dessert display for the event. Items include cookies, brownies, Italian pastries, chocolate covered strawberries, cheesecake, dessert shooters and coffee.

DECORATIONS

We have rented a red carpet with stanchions and balloon columns to be places outside of the Commission Chamber.

ENTERTAINMENT

After the last meeting, staff reached out to several schools regarding their bands participating in the event. However, most bands will be traveling to Orlando, FL to participate in the Florida Classic. Are there any other entertainment suggestions?

POST EVENT INFORMATION

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. At this time, staff would like the committee to discuss possible items to be placed in the new time capsule.

Recommended Motion: No motion required.