



Town of Upper Marlboro

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MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Tuesday, December 27th, 2022
Re: Draft 2023 Town Event Calendar & Event Recap

Commissioners,

Our new Event Coordinator, Lisa Armstead, is hard at work beginning to plan out our Town events for the 2023 Calendar year. Below is a draft list of events based on last year's events which will be discussed by the Events Committee at their Thursday, January 5th meeting. Draft List:

Saturday, May 13th Marlboro Day
May 29th Memorial Day Event
June 10th Movie Night
June 18th Memories & Morsels
July 8th Movie Night
August 12th, Movie Night
August 1st, National Night Out (CSA23)
August 26th Cruzin' On Main Car Show (Ledo's/MVFD)
October 7th National Faith in Blue
October 28th Trunk or Treat
November 11th Veteran's Day Event
December 2nd Christmas Town Event

Improvements To Event Planning Being Made:

- Begin Planning Major Events 4-6 months out
- All-in-one vendors sign up and payment portal (instead of having multiple links). Possible better usage of Eventbrite or similar platform.
- Advertising Plan for events (scheduled social media, physical signage, press releases)
- Reaching out to M-NCPPC for an MOU for use of Main Street Pedestrian Mall and Schoolhouse Pond without completing a special event application each time.