

Follow-Up Items & Status Review

The Commission reviewed outstanding follow-up items related to planning and coordination for the MLK event. Updates are summarized below:

1. **Marketing & Promotion**

Discussion focused on marketing materials, including key advertisements, flyers, and posting on the City's website and social media platforms. A target date of **January 1** was identified for launch. Commission members noted that flyers distributed during the parade should continue to be shared within the community to support outreach efforts.

Status: In progress.

2. **Catering – Savory Skillet**

The Commission discussed required administrative items related to catering, including submission of a **W-9** and processing of the required **down payment**, as outlined in prior email correspondence.

Status: Pending receipt and processing of required documents.

3. **School Outreach Letters**

The status of outreach letters to schools was reviewed. It was noted that the letters **were not finalized and have not been distributed**, and confirmation of completion was not received from the assigned leads.

Status: Not completed; follow-up required.

4. **City Council Communication**

Communication with City Council regarding participation in the event was discussed. It was reported that the letters **were not sent**, as a signed PDF was not received to finalize distribution.

Status: Not completed; signature and distribution pending.

5. **School Location & Logistics**

The Commission confirmed that the **event location and time have been secured**. Remaining items include receipt of the school's invoice and confirmation of payment, insurance documentation, and sound system arrangements.

Status: Partially completed; awaiting invoice and final logistics confirmation.