

# Memorandum

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**Date:** August 13, 2009  
**To:** Members of the Main Street Monroe/Downtown Development Authority  
**From:** Andrea Jones, Main Street Manager  
**Re:** Fall Décor

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The Design Committee has reviewed their fall décor and would like to purchase fall banners to line Monroe Street just like the winter banners purchased in 2008. I obtained quotes to determine design options and costs. After review I believe it would be most beneficial to use the same company that printed the winter banners due to cost and variety. I have enclosed a layout of the banner with my notes on corrections to send to the banner company. Estimated cost for 50 banners is \$3,511.00 plus shipping.

The Design Committee would also like to purchase additional fall décor (cornstalks, etc.) to be displayed throughout areas of downtown that don't have banners. This would be on a smaller scale and on fewer poles than in the past to make sure there is some type of decoration throughout downtown. Budgets in the past for fall décor have been \$200.00 but it is anticipated that the cost would be less than that this year.

**The Design Committee respectfully requests a budget of up to \$3,900.00 to purchase fall banners and fall décor.**

Thank you.