

Memorandum

Date: February 11, 2010
To: Members of the Main Street Monroe/Downtown Development Authority
From: Andrea Jones, Main Street Manager
Re: Fraley Productions Invoice

Attached please find an invoice for work on the Halloween and Holiday Kick-Off Weekend videos that the Promotions Committee is putting together as part of their Video Marketing Campaign. The Committee will be selecting a videographer to move forward with to create videos to promote different aspects of downtown. **I recommend expending \$1,460.00 to pay Fraley Productions out of the Promotion Committee budget.**

Thank you.