

# Memorandum

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**Date:** September 10, 2010  
**To:** Members of the Main Street Monroe/Downtown Development Authority  
**From:** Andrea Jones, Main Street Manager  
**Re:** Seasonal Décor Budget Request

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The Design Committee (and seasonal employee) is currently doing inventory of the fall and winter decorations. In the Design Committee's budget request, they set aside \$2,000.00 for the purchase of Seasonal Décor. For fall, the Committee is looking at purchasing cornstalks again and using the existing scare crows. They will purchase additional scarecrows if needed. Our inventory shows that we have a few pieces of damaged winter décor (wreaths and bows) and the lighting has yet to be tested for replacement needs. As a result, **the Design Committee requests permission to use their budget of \$2,000 to purchase any needed seasonal decorations.** They are not planning on expanding the decorations at this point. They are only planning on replacing and purchasing items to match those that were hung last year.

Thank you.