

TO: John Szerlag, City Manager

FROM: John Lamerato, Asst. City Manager/Finance & Admin.  
Cindy Stewart, Community Affairs Director

SUBJECT: Agenda Item - Annual Banquets

DATE: December 1, 2005

As in previous years, the City Council appoints a master of ceremonies for the annual Boards & Committees Appreciation Banquet (February 11, 2006) and the annual Fire Fighters Appreciation Banquet (May 20, 2006).

The Community Affairs Department has already begun the planning process for the annual banquets to ensure a first class event. Please have City Council appoint a councilperson that will act as the official master of ceremonies that evening and work with the Community Affairs Department. Responsibilities include selecting a minister or priest to give the invocation, greeting all guests and distributing party favors that evening, and serving as master of ceremonies for the program.

CS