

# Memorandum

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**Date:** March 9, 2011  
**To:** Members of the Monroe Downtown Development Authority  
**From:** Andrea Jones, Executive Director  
**Re:** Spring Banners

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The Design Committee would like to purchase spring banners to line Monroe Street just like the summer, winter and fall banners recently purchased. This would cause there to be banners hung year round. I have enclosed a layout of the banner and will be passing around a color version at the meeting. Estimated cost for 50 banners is \$4,568.00 plus shipping. According to the banner company it will be three weeks between the time of order and shipment. It is our goal to have these banners hung when they are received this year.

**The Design Committee respectfully requests a budget of up to \$5,000.00 to purchase spring banners as presented.**

Thank you.