

Memorandum

Date: November 6, 2009
To: Members of the Main Street Monroe/Downtown Development Authority
From: Andrea Jones, Main Street Manager
Re: Tourism Brochure

I have attached the final draft of the Tourism Brochure that the Promotion Committee has been working on. The actual brochure will be printed on 11x17 paper and folded down to the standard brochure size. I obtained quotes from three DDA district printers. After reviewing all of the quotes, **the Promotion Committee recommends printing 5,000 80# brochures from Lamour Printing at a cost of up to \$1,000.00.** This amount is available in their budget. These brochures can be distributed to welcome centers, tourist locations, hotels, etc.

Thank you.