

Memorandum

Date: March 11, 2010
To: Members of the Main Street Monroe/Downtown Development Authority
From: Andrea Jones, Main Street Manager
Re: Kiosk Poster

As a follow-up project to the Tourism Brochure, the Promotion Committee is creating a poster for the Kiosk at the intersection of Washington and East Front Streets. The map from the Tourism Brochure will be expanded to include information on buy local, the business guide, ticket validation, events, seasonal information, etc. The Committee would like to update the poster each season which will allow the information to be targeted for that particular time of year. The poster will fill the entire opening of the kiosk window. I am preparing information to send to By Design Graphics & Marketing to develop the poster. **I recommend that the Board allow the Promotion Committee to budget \$500.00 to move forward with producing seasonal kiosk posters.** The Promotion Committee has this amount available in their budget.

Thank you.