

**DANBURY HOUSING PARTNERSHIP
155 Deer Hill Avenue
Danbury, CT 06810**

MEETING NOTICE

Ad Hoc Celebration Breakfast Committee

Date: Thursday, September 25, 2008

Time: 2:00 PM

Location: Mayor's Office Conference Room, City Hall

AGENDA

1. Call to Order and Messages from the Chair
 2. Review of Minutes
 3. Plans for Celebration Breakfast
 - A. Registration
 - B. Program
 - C. Waiters
 - D. Raffle/Auction
 - E. Audio-Visual Equipment/Arrangements
 - F. Postcards and Displays
 - G. Photographing/Documenting Event
 4. Partnership Awards
 - A. Update on Notification of Recipients
 - B. Awards for Presentation and Plaque for City Hall
 - C. Presentation: Mayor Boughton and Chairman Nolan
 - D. Follow Up Public Announcement/Website
 4. Publicity and Media Relations
 - A. Invitations to Media Representatives
 - B. Press Release
 - C. Contingency Plan If VA Grant Award Announced
 - Announcement at Event
 - Arrangements for VA Representatives To Attend
 - Press Release with NPDCD
 - Workgroup Members Available To Media Afterwards
- Cc: Lori A. Kaback, Town Clerk for posting.
Sue Zaborowski, Secretary

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DANBURY TOWN CLERK

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BY: 