

Workplan Page

Committee	Design
Board Approval Date	
Budget Allocation	

Goal: To enhance the visual appeal of downtown

Activity: Design New Pole Banners

Outcome: New Pole Banners

Tasks	Person Responsible (Name)	Staffee Committee (Time)	Task Deadline (Date)	Budget \$\$	Follow-Up Required (If needed)
1. Identify and Work with Graphic Designer on New Banner Design	Patrice	Tanya	10/15/2018	\$100	Patrice
2. Submit Design for Approval to Design Committee and Main Street Board	Patrice	Tanya	11/7/2018	\$0	Patrice
3. City Approval	Tanya	Tanya	11/30/2018	\$0	Tanya
4. Print Banners	Patrice	Tanya	12/28/2018		Patrice
5. Install Banners	City Street Department		01/01/2019	\$0	Tanya/Patrice

5.					
6.					