



**Events Committee
Meeting Agenda
December 7, 2023 3:30 PM
City Hall Training Room**

The Committee includes members of every department impacted by a special event, and will meet to discuss event scheduling, staffing, and budgeting. This is so that departments can coordinate their efforts, enhance communication, determine publicity requirements, anticipate issues, and address concerns. The Committee will also make recommendations for event improvement to facilitate maximum benefit to Kennesaw citizens and visitors.

Representatives are from the following departments/organizations: Building Services; Building Maintenance; City Manager; Communications; Economic Development; Kennesaw Downtown Development Authority; Parks & Recreation; Police; Public Works; Smith-Gilbert Gardens; Southern Museum. Each entity has one vote.

If a citizen needs special accommodations to attend or participate in a meeting, please contact the Committee Chair at least 24 hours in advance of the specific meeting.

Chair: Marty Hughes; Vice-Chair: Becca Graham; Secretary: Brittani Farmer

- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
- 3. Announcements/ Public Comment**
- 4. Old Business**
- 5. New Business**
 - A. Carry the Load's National Relay
 - B. Select CY2024 chair, vice chair and secretary
- 6. Adjourn**