

Dr. Martin Luther King, Jr. Holiday Commission

Notice is hereby given that the Dr. Martin Luther King, Jr. Holiday Commission of Enid, Oklahoma, will meet in a regular session at 4:00 P.M. on Tuesday, March 21, 2017, in Conference Room B of the Dr. Martin Luther King, Jr. Municipal Complex, located at 401 West Owen K. Garriott Road, Enid, Oklahoma, and the agenda for the meeting is as follows:

NOTICE OF REGULAR MEETING

Agenda

1. Call to Order.
2. Discuss and approve the minutes from the February 21, 2017 regular meeting.
3. Hear Treasurer's Report.
 - a. TFCU Statement
 - b. Expense Report (expenditures, donations and actual balance)
4. Assignment of Subcommittee Duties.
 - a. **March** (correspond with police officials, bring banner, music and everything related to the march)
 - b. **Venue** including reception (reserve venue and communicate with venue about all details. Set up and clean up)
 - c. **Poster** (info to area schools and other organizations, create list of winners for publication, order, purchase and create certificates and trophies, collect prizes etc. select judges)
 - d. **Essay** (info to area schools and other organizations, create list of winners for publication, order, purchase and create certificates and trophies, collect prizes etc. select judges)
 - e. **Donations** (send request letter, track donations, pick up donations etc.)
 - f. **Diversity Awards** (collect nominations, brief bio of winners, order and pick up awards)
 - g. **Program** (create program, get bio and pics of speakers from the speaker subcommittee, place order with Phillips Printing two weeks before celebration, pick up finished product, take to event)
 - h. **Speakers** (contacting program speakers and participants include community ushers, choir, band and any other volunteers we utilize at least 90 days prior to event. Send all confirmations in writing to the staff liaison AND the member in charge of creating the Program)
 - i. **Media** (create flyer and invitation letters, contact all media outlets about all activities, create press releases, schedule TV, radio and social media announcements)
5. Adjourn.