



City of Waukesha
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Committee: Finance Committee	Date: 9/26/2023
Common Council Item Number: ID#23-7677	Date: 10/3/2023
Submitted By: Rebecca Pederson	City Administrator Approval: Gina Kozlik
Finance Department Review: Joe Ciurro	City Attorney's Office Review: Brian Running
Subject: Consider approval of lighting, stage, and sound contract for Night of Lights ceremony	

Details:
The Walk of Lights will be officially lit as part of Downtown Waukesha's Night of Lights on Friday, December 1st which begins at 5:30pm and includes a tree lighting, lantern walk with caroling, and the Walk of Lights Lighting Ceremony. The Walk of Lights will remain lit every night from December 1 through January.

The City has met our fundraising goal and has raised enough funds for the cost of the lights, ceremony, and supplies.

As part of the Walk of Lights lighting ceremony, we are proposing that a small stage, sound system and lighting are used. This way the presenters will be seen and heard by the crowd.

Options & Alternatives:
If the contract is not approved, the City would not use a stage or lighting for the ceremony.

Financial Remarks:
As part of the contract, the City is agreeing to pay \$700 for the stage, lighting, and sound. These expenses are covered by sponsorships for the Walk of Lights.

Executive Recommendation:
Approval of the contracts is recommended so the planning for the lighting ceremony can move forward.