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GEORGE N. DORN, JR.  
DIRECTOR

To: Donna Traywick, Project Liaison

From: George Dorn 

Subject: 2006 Christmas Tree

Date: June 8, 2006

After our meeting I discussed the 2006 tree with Dan Marlow, Facilities Management, and per your request have outlined below what Dan and I believe are the roles for General Services, Facilities Management in this project.

- Repair (if needed) and erect the stand.
- Work with the tree provider and Garden Club to erect the tree.
- Work with City and Garden Club to decorate and install lights, topper, and maybe decorations on the tree, providing equipment and staff as needed.
- Repair, paint, deploy and maintain the "gift box" decorations as requested.
- Maintain water in tree holder.
- Maintain tree stabilization on stand.
- Clean up routinely during season.
- Dismantle tree providing equipment and staff as needed.
- Clean up as necessary.

cc: Steve Osborne  
Dan Marlow