

City of Daly City  
*Special Meeting*  
**ARTS AND CULTURE COMMISSION**

Tuesday, November 1, 2016 – 6:00 pm  
Administrative Conference Room – 3<sup>rd</sup> Floor  
City Hall 333 – 90<sup>th</sup> Street,  
Daly City, CA 94015

For those wishing to address the Arts and Culture Commission on any Item on the Agenda or under Public Appearances/Oral Communications, please complete a Speaker Card located at the entrance to the Administrative Conference Room and submit to a Staff Member as early in the meeting as possible.

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the Department of Library and Recreation Services as soon as possible prior to the meeting.

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES**

**DISCUSSION ITEMS**

(Fong-Martinez)

1. Light Up Our World (LUOW) Event, Saturday, November 19, 2016 – Review the following:
  - Event Activities
  - Logistics
  - Friday and Saturday Set-up
  - Donations
  - Volunteers
  - Website
  - Other
2. VIP Invitations – Bring Names and Addresses
3. Publicity
4. Green Room Refreshments – Needed for 70-80 artists, performers, VIPs and volunteers

**COMMISSIONER REPORTS**

**UPCOMING EVENTS**

- Women’s History Month, Thurs., March 16, 2017

**PUBLIC COMMENT**

Speakers are limited to two minutes, unless modified by the Commission Chair. The Commission cannot take action on any matter raised under this item.

## NEXT MEETING

- Regular Meeting – Tues., November 8, 6:00 pm
- Special Meeting – Wed., November 16, 6: 00 pm

## ADJOURNMENT

### ***AVAILABILITY OF PUBLIC RECORDS:***

*All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the City Clerk's Office, City Hall located at 333-90<sup>th</sup> Street, Daly City, CA during normal business hours, at the same time that the public records are distributed or made available to the legislative body.*