



CITY OF INGLEWOOD
OFFICE OF COUNCILWOMAN GLORIA D. GRAY
DISTRICT NO. 1



DATE: September 19, 2023
TO: Mayor and Council Members
FROM: Gloria D. Gray, Councilwoman, District 1
SUBJECT: Payment of Invoice – It's Your Party Floral & Event Design

RECOMMENDATION:

It is recommended that the Mayor and Council Members authorize the payment of the invoice submitted by It's Your Party Floral & Event Design (It's Your Party), in the amount of \$1,500, for event décor services and food services rendered for the Business Information & Resources Town Hall event held on Monday, August 21, 2023. (General Fund)

BACKGROUND:

On Monday, August 21, 2023, Councilwoman Gloria D. Gray presented a Business and Information Resource Town Hall Meeting. The meeting was held at the Miracle Theater on Market Street in downtown Inglewood. This event provided the District 1 business community the opportunity to get information and business resources, in the form of two panels, on business development, how to do business in the City of Inglewood, and how to gain access to capital and banking.

DISCUSSION:

It's Your Party provided event décor, linen, and buffet-style set up of food and assorted beverages, where the majority of the event was held. The Business and Information Resource Town Hall Meeting was a great success, due in part to the services provided by It's Your Party. Prior to services being rendered, an agreement had not been secured and, therefore, City Council authorization is recommended for payment.


FINANCIAL/FUNDING ISSUES AND SOURCES:

Sufficient funds are available in the 2022-2023 Fiscal Year Budget under Account Code No. 001-010-1001-42100.00 (General Fund-Mayor and Council-Council-District #1-Community Event Sponsorship).

DESCRIPTION OF ATTACHMENTS:

Attachment No. 1 – Invoice

PREPARED BY:

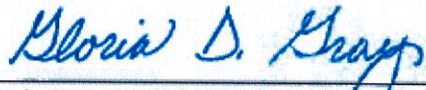
Alicia Smith, Deputy to Councilwoman Gloria D. Gray, District 1 

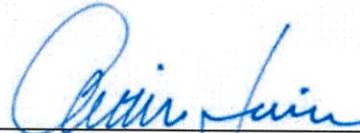
COUNCIL PRESENTER:

Councilwoman Gloria D. Gray, District 1



APPROVAL VERIFICATION SHEET

COUNCIL MEMBER APPROVAL: 
Gloria D. Gray, Councilwoman, District 1

CITY MANAGER APPROVAL: 
Artie Fields, City Manager

ATTACHMENT NO. 1



It's Your Party Floral & Event Design

August 23, 2023

City of Inglewood -
Councilwoman Gloria Gray

Dear Councilwoman Gray:

Thank you for choosing It's Your Party for your Event.

The following invoice #0821223 is for:

*Event: District 1 Businesses Information & Resources Townhall
Date: Monday August 21, 2023
Time: Set-up - 8/21 - 3:00 p.m. - Event Start Time 5:00 p.m.
Location: The Miracle Theater Inglewood - Downtown Market Street*

*Order: Catering for Businesses Information & Resources Townhall
Number of Guests 90*

*Beef Sliders, Empanadas, Chips & Salsa
Assorted Beverages & Bottled Waters*

Linen & Buffet Style Set-up

Budget Given

Total Amount Due: \$1500.00

Please make check payable to It's Your Party

Thank you in advance.

*Harold Long
It's Your Party/Floral & Event Design*