



MEMORANDUM

TO: Mayor, Aldermen and Department Heads

FROM: Steve Ponto, Council President

DATE: December 6, 2007

RE: Common Council Christmas Party

This year's Common Council Christmas Party will be on Tuesday evening, December 18th, immediately following the Council meeting. The Party will be at the Venice Club (in the East Venetian Room in the back) and we hope to begin around 9:00 p.m.

All City of Brookfield elected officials and their spouses, and all Department heads and their spouses are invited and encouraged to attend.

We will fund the party through contributions from the Mayor and Aldermen. We ask each to write a check for \$30 made payable to me and deliver it to Laurie O'Shea in the Mayor's Office or to me prior to or at the Christmas Party.

We look forward to seeing you at the party.

Happy Holidays!