



**Perry Main Street Program**

**City of Perry, Georgia**

September 20, 2016

Noon – Perry City Hall

2<sup>nd</sup> floor conference room

**PROMOTION COMMITTEE**

**AGENDA**

Welcome

Minutes

Review and approve minutes for July 20, 2016, and August 17, 2016, meetings

Visitors

Old Business

1. Discuss assistance for Sweets and Treats and authorize payment of contest prize funds
2. Discuss outdoor movie plans

New Business

1. Feedback on proposed Main Street logo
2. Discuss selfie contest for Small Business Saturday – Ms. Edgemon
3. Review Christmas at the Square event application

Chairman Items

Other

Adjourn



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Chairman Items

Other

Adjourn

Perry Main Street Program – Promotion Committee  
Minutes – August 17, 2016

Welcome – Chairman Bill O’Neal welcomed everyone to the meeting at 12:02 p.m.

Roll: Chairman O’Neal, Committee member Samantha Arrington, Darlene McLendon, Joe Brownlee and Andrew Presswood.

Absent: Committee members Allison Hamsley and Lindsay Bailey

Staff: Catherine Edgemon, Main Street Coordinator, and Trisha McMillan, Recording Clerk

Visitors: Ellen Palmer, Digital Communications Manager, and Kevin Dye, Leisure Services Department Director

Review and approve minutes for June 15, 2016, and July 20, 2016, meetings

Committee member Arrington made a motion to approve the June 15, 2016, meeting minutes as presented; committee member McLendon seconded the motion and they were unanimously approved. The July 20, 2016, minutes were tabled because only one committee member present had attended that meeting.

Old Business

1. Review Sweets and Treats special event request  
Ms. Edgemon discussed the new form to be used for upcoming downtown events. After review a motion was made by committee member McLendon to recommend approving the Sweets and Treats request on October 31 from 4-6 p.m. It was seconded by committee member Presswood and unanimously approved. It was also recommended by committee members to leave the street open by the old courthouse until 5 p.m. for people to allow access to the Board of Elections office.
2. Update on Small Business Saturday  
Per committee member Arrington, there is no update on Small Business Saturday at this time, but she will have a committee report next month. She had also made a request that the Promotion Committee partner with the Perry Downtown Merchants Association for this event. The committee agreed, and Chairman O’Neal said it would be an official Main Street event.
3. Review suggestions from survey for NBHA 2017 event  
Ms. Edgemon reviewed suggestions from the surveys given out during the NBHA event. Committee member McLendon told members that movie night did not work well in the past because it did not get dark enough to show a movie outdoors until 9 p.m. Ms. Edgemon suggested giving out coupons to encourage shopping at downtown businesses; the groups discussed creating one sheet so they won’t cost as much to produce as a book. Ms. Edgemon said she will talk to the Merchants Association about the idea and report back to the committee next month.

New Business

1. Authorize \$120 expense to measure billboards.

Chairman O'Neal said the Frees will allow the committee use two billboards at I-75 exit 136 for advertising and will notify the committee which ones will be available after Hardee's selects the billboards it will use. The billboards must be measured, he said. Committee member Brownlee made a motion to authorize Creative Signs to measure the signs for \$120. Committee member Presswood seconded the motion, and it was unanimously approved.

2. Discuss Pokémon Go activities  
After a brief discussion, it was decided to let each individual business promote their own ideas regarding Pokémon because of potential hazards.
3. Discuss February outdoor movie event to promote new brand and possible sponsorships  
Mr. Dye, director of the Leisure Services Department, Ms. Edgemon and Chairman O'Neal talked about having an outdoor movie at the old courthouse and having some type of food to eat. Mr. Dye has already secured a vendor for Feb. 10, 2017. He has a contact for the screen and movie. He would ask the committee to help publicize it. He said Leisure Services would pay for movie expenses, which are already in their budget. The committee suggested posted a sign that says anyone under 18 will have to be accompanied by an adult. Committee members asked about bringing small heaters if the weather is cold, but this would have to be approved by the city. Chairman O'Neal asked committee member McLendon to assist with selecting the movie for this event, explaining that maybe a romantic comedy might be nice as long as it is "G" rated.
4. Discuss Perry Downtown Marketing and Promotion Plan  
Ms. Edgemon said the City Manager wants to make sure the Downtown Development Authority and Promotion Committee do not duplicate efforts, so she has outlined the marketing and promotion tasks each oversees. This plan takes existing information from work plans for Main Street and the DDA, as well as areas outlined in the strategic plan where Main Street and DDA were identified as partners to assist the city in these goals. Ms. Edgemon explained she provided suggested projects that DDA and Main Street can do to implement those goals. A lot of this information is already on the current work plans. The plan needs to be approved by the Promotion Committee and DDA. Chairman O'Neal asked that the promotion committee be allowed to adopt this plan at the next meeting so that more time can be given to review it. Ms. Edgemon confirmed that it can be tabled until the next Promotion Committee meeting.

Chairman Items – none

Other – Committee member Arrington asked how the committee will make money now that most of the downtown benches have been sold. Ms. Edgemon explained that the net proceeds from the sale of memorial benches funds the matching media grant program, and new funding source will need to be found to continue the grant. Chairman O'Neal suggested planting a tree in someone's honor.

Committee member Presswood brought up the problem of businesses receiving grants and then moving within a few months. Ms. Edgemon said requirements for grants are being tweaked to address this.

Kerri Moore Interiors is moving from Carroll Street to the former gas station by the Perry Drug Store on Macon Road. Committee member Brownlee said things are getting ready to move at the New Perry Hotel.

Adjourn – With no further business, the Promotion Committee was adjourned at 12:55 p.m.

Perry Main Street Program – Promotion Committee  
Minutes – July 20, 2016

Welcome – Chairman Bill O’Neal welcomed everyone to the meeting at 12:10 p.m.

Roll: Chairman O’Neal, Committee member Allison Hamsley

Absent: Samantha Arrington, Darlene McLendon, Andrew Presswood, Lindsay Bailey and Joe Brownlee

Staff: Catherine Edgemon, Main Street Coordinator; and Trisha McMillan, Recording Clerk

Visitors - none

Minutes

The minutes were tabled because there was not a quorum.

Old Business

1. Discuss business spotlight program – Ms. Edgemon said she wanted to change the spotlight program to recognize new businesses, instead focusing on existing businesses, because she has had difficulty getting prompt responses from some selected businesses in the past. The committee members agreed with the change, which was discussed at the June meeting.
2. Update on event policy - Ms. Edgemon said she sent the event procedures to the city attorney for review, she made the revisions he recommended, and the document has been sent back to the city manager.

Ms. Edgemon distributed a check-list for the Promotion Committee to use for events and asked that if anyone has any changes, please, to send them to her.

3. Discuss outdoor dinner event to promote new brand and possible sponsorships – Ms. Edgemon spoke with Councilman Jones about this event, and he didn’t have any specific ideas. It was suggested delaying the event until spring and coordinate with Leisure Services Director Dye. The Leisure Services Department has sponsored some outdoor movies and might want to partner on an event downtown. It was suggested by members to have it on the courthouse lawn along with food trucks, popcorn machines, etc. Ms. Edgemon will talk with Mr. Dye and report back to the committee.
4. Discuss hosting fall event - Ms. Edgemon said at the latest association meeting, the merchants association was not interested in hosting an additional fall event. Committee members said there is not enough time to host another event at this time of year.
5. Update on giant postcards – Terre Walker will go ahead with the giant postcard for a selfie stop in the downtown area. The postcard theme could change with different holidays.

6. Update on Small Business Saturday – Per Ms. Edgemon, Perry is signed up for this event. The merchants association will observe the event on the Saturday after Thanksgiving and will use the passport idea again due to its huge success last year.
7. Update on I-75 billboard – Chairman O’Neal told members that the Frees have given the Promotion Committee the right to use their billboard. As soon as the dimensions are measured, the billboard will be completed. Chairman O’Neal said the committee will graciously give the Frees a tax write-off as a donation through UPP.
8. Update on survey ideas for NBHA 2017 event – Ms. Edgemon made a short questionnaire for people at the NBHA to provide ideas. Committee member Arrington will distribute them downtown, and committee member Hamsley will put them on the Convention & Visitors Center table at the fairgrounds.

#### New Business

1. Authorize \$120 expense to measure billboards – Ms. Edgemon will ask the committee again as she did not receive a response from most of the members when she asked previously.
2. Request to assist with Sweets and Treats and provide costume contest prize money – Ms. Edgemon asked committee about having a family category in the costume contest. Members thought this idea would be okay as long as the family just received \$25.00. Ms. Edgemon said there is \$200 in the budget for costume prize money, which would cover a \$25 prize for each of the three age categories for boys and girls and two for the family category.  
  
Ms. Edgemon said volunteers are needed for this event. She will contact committee member Presswood to see if he can volunteer again this year.
3. Discuss scavenger hunt or Where’s Waldo? Competition for 2017 NBHA  
Committee members agreed to wait until the surveys were completed this year to decide.

Chairman Items – none

Other – none

Adjourned – With no further business the Promotion Committee was adjourned at 12:35 p.m.



Where Georgia comes together.

### City of Perry Special Events Application

#### Applicant and Sponsoring Organization Information

Name:	Perry Ministerial Association
Name of individual representing sponsor organization:	John C. Lehenbauer
Street address:	208 Langston Road
City/State/Zip code:	Perry, GA 31069
Mailing address if different from above:	
Cell phone:	478-397-5914
Email address:	perryministerial@gmail.com
If this event benefits a City of Perry non-profit organization, which one?	We do accept gifts of diapers, baby items for Caring Solutions Crisis Pregnancy Center
Contact person on site for day of event:	John Lehenbauer
Cell phone:	478-397-5914
Is this a first time event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If held before, when and where?	I've been told, it has a 50+ year history

#### Event Information

Type of event (Check all that apply): <input type="checkbox"/> Parade <input type="checkbox"/> Festival <input type="checkbox"/> Concert/Music <input checked="" type="checkbox"/> Other
* For parades, races and block parties, please, request the event applications specific to those events.
If other, specify: Reading of Christmas Story from Scripture, Singing of Christmas carols
Event title: Christmas at the Square
Event date: Sunday, Dec. 4, 2016
Event hours: Start: 5:30 p.m. End: 6:45 p.m.
Set-up: Date: 12/4/16 Time: 3:00 p.m.
Break down: Date: 12/4/16 Time: 7:30 p.m.
Expected attendance: Participants: 50 Spectators: 300

## Event Description

<p>Briefly describe event and activities. Include the purpose of the event. Explain how it benefits the City of Perry and its residents. Attach any of the following that are applicable: site plan, including location of stage, restroom facilities, vendor booths, etc.</p> <p>Purpose of event is to celebrate the true meaning of Christmas- namely the birth of Christ Jesus. It benefits the community by providing an event at which our Christian churches can gather to jointly hear the Christmas story as read from the Gospel of Luke, join in singing Christmas carols, and witness the lighting of the Christmas tree. Luminaries are lit by local Boy Scouts along our community streets.</p>
<p>I understand that only event activities outlined an approved in this application and approved by Perry City Council are permitted, and hosting additional activities that have not been approved may be grounds for the event permit to be revoked. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

## Event Details

<p>Attach schedule or brochure for all activities associated with event.</p>
<p>Will items or services be sold at the event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>If yes, describe:</p>
<p>Will event have amplified sound? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If yes, describe: A fairly simple sound system to amplify speakers, choirs, instruments</p>
<p>Is the event free to the public? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Will vendors cook or heat food? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>If yes, describe:</p>
<p>Will any areas be fenced off or barricaded? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>If yes, describe:</p>
<p>If event is downtown, will downtown businesses be open during the event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If event includes music, please, list names of bands and their websites or Facebook pages below:</p> <p>Pre-event music is provided by the Langston Road Chorale. Brass instrumentation is provided by Christ Lutheran Church.</p>

## Insurance

A certificate of insurance must be filed with the City of Perry City Clerk at least 30 days before the event on a standard ACORD form. The City of Perry must be listed as an additional insured with respect to general liability and alcohol liability if alcohol will be served. Check the policy document for required general liability and alcohol liability minimum coverage amounts.

Insurance form(s) attached

Due to the informal nature of our organization we have never carried insurance. If we need to do so for this event, please let us know.

## Alcohol Permit Information

\* Serving beverages in glass bottles at events is prohibited. Event organizer will notify any participating restaurants not to allow glass bottles to leave their premises.

\* Event organizer will stop alcohol service one hour before the scheduled end of the event.

Does your event involve the sale of alcoholic beverages?  Yes  No

If yes, describe:

\* If alcoholic beverages are to be sold, a special event alcohol permit is required, and a copy of the state license must be sent to the City of Perry City Clerk at least 60 days before the event is to be held.

Name of business serving alcohol:

Street address of business serving alcohol:

City/State/Zip Code:

Mailing address if different from above:

Cell phone:

Email address:

Name of licensee:

License number:

Is a copy of the licensee's alcohol license attached?  Yes  No

Hours alcohol will be served at event:

Is alcohol serving area open to public?  Yes  No

Is this an open container request?  Yes  No

Is current alcohol liability insurance policy naming City of Perry as additional insured attached?  Yes  No

Is a copy of the special event alcohol permit from the City of Perry Police Department attached?  
 Yes  No

Terms & Conditions:

I hereby agree that as a condition to the issuance of a Special Event Alcohol Permit, the business owner/sponsor of the event shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the event. I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Special Event Alcohol Permit are true, and no false or fraudulent

statement or answer is made herein to procure the granting of such permit.	
I hereby state and understand that should a complaint be filed against the owner/sponsor of the event for violation of any regulation associated with the application for the City of Perry Alcoholic Beverage Catering License, the permit issued for the event will immediately become void and will not be reissued for the same location.	
Licensee's name:	Date:
Licensee's signature:	
Sworn and attested before me on this _____ day of _____, 20 _____	
Signature of special event organizer/applicant:	
Name, signature and stamp of Notary Public:	
* The sale of alcohol/mixed drinks requires excise reporting.	

### Street Closure Requests

Names of streets to be closed:		
Street: Carroll	Between: Jernigan	and: Washington
Street: Ball	Between: Commerce	and: Main
Street:	Between:	and:
When are you requesting the street closure(s)? 4:30 p.m. - 7:15 p.m.		
Why are you requesting the street closure(s)? Safety for participants		
Type of street closure: <input checked="" type="checkbox"/> Complete <input type="checkbox"/> Rolling		
If event includes a parade, describe the parade route:		
Parade assembly area:		Parade disbanding area:
The event organizer is responsible for notifying affected businesses and residents of street closures. Describe your notification plan and attach a copy with this application:		

## Restroom Facilities

Will event organizer provide portable restroom facilities?  Yes  No

## Tram/Shuttle Plan

Will event involve the use of a tram/shuttle plan?  Yes  No

How many trams/shuttles will be required?

Please, describe or provide an attachment of your tram/shuttle plan and route:

Please, describe your parking plan:

## Sanitation

Describe your clean-up plan for during and after the event:

Volunteers pick up litter from site.  
I believe City Works Dept. has picked up luminaries in the past

## Electricity and Water

Will your event require access to electricity?  Yes  No (From historic courthouse)

If so, where? Historic downtown courthouse

What electrical load will you require? Just a couple 110volt outlets

Will your event require access to water?  Yes  No

If so, where?

I understand that I may incur an additional charge for use of City electricity and/or water:

Yes  No

## Police/Security

\* If police/security is required for event, off-duty officers may be hired at the rate at a rate set by the Chief of Police per hour for the duration of the event, with a minimum of three hours.

\* Based on the event, the Police Department will determine how many officers will be required.  
 \* An officer is required to be on duty at any event where alcohol is served on City of Perry property.

Number of officers requested: 0

Total hours for officers requested:

### Fire and Emergency Medical Services

Describe your plan for providing emergency medical services:  
 Due to the short nature of this program, around one hour, we feel that being able to access 911 by phone is sufficient for our Christmas at the Square.

\*If Emergency Medical or Fire Protection Services are required for the event, off-duty members can be hired at a rate set by the Chief of Fire and Emergency Services per officer per hour. The Chief of Fire and Emergency Services Department reserves the right to set the staffing minimums based upon the specifics of the event (including type of event, expected attendance, time of year and areas to be affected).

### Weather Emergency Procedures

\* When lightning and/or thunder occurs, advise participants to seek shelter in a car or building. Please, wait 20-30 minutes before proceeding.

I understand that the City of Perry Chief of Fire and Emergency Services or his/her designee may determine that weather conditions are too dangerous and cancel the event at any time.

Yes  No

### Health Department

I understand that the City of Perry does not schedule Health Department inspections and will work with vendors to schedule any required inspections by the Houston County Health Department, 98 Cohen Walker Drive, Warner Robins, (478) 987-2020 at least two weeks before the event.  Yes  No

### Event Publicity

If you would like your event included in the upcoming FYI Newsletter, please, submit your news release to the City of Perry Digital Communications Manager at least one month before your event at [ellen.palmer@perry-ga.gov](mailto:ellen.palmer@perry-ga.gov).

## Indemnification and Hold Harmless

Subject to the granting of all permits required by the City of Perry, the City of Perry authorizes \_\_\_\_\_ (Special event organizer/applicant) to utilize the sites(s) known as \_\_\_\_\_ for the purposes of conducting the activities described within the special events permit application.

The special events organizer/applicant agrees that the City of Perry assumes no responsibility or liability for any defects or other conditions on the site of the event on City of Perry property, whether the conditions are known or unknown to either party and/or discoverable by either party. The special events organizer/applicant agrees to assume the risk for any and all defects and/or other conditions, whether these defects and or other conditions are dangerous and/or whether these defects or other conditions are discoverable by either party and/or known or unknown to either party.

The special events organizer/applicant shall indemnify and hold City of Perry and its officers, agents and employees harmless and free from any and all claims, including but not limited to personal injury, property damage, alleged to have arisen or resulted wholly or partially from the exercise of any of the rights granted herein to the special event organizer/applicant. This indemnification and hold harmless agreement includes, but is not limited to, the payment of all attorney fees, expenses, costs, judgment and other expenses that may be incurred by City of Perry, its officers, employees or agents as a result of any and all such claims.

Signature of special event organizer/applicant:

Name, signature and stamp of Notary Public:

Date:

## Agreement and Signature

An application processing fee is required at the time of the application's submittal to the City of Perry. If alcohol is being served, an additional special event alcohol permit is also required at time of the application's submittal. If the application is approved, fee will be rolled over into permit fee. An application must be submitted in time to be included on a Perry City Council meeting agenda for consideration at least 60 days before the proposed event or festival.

I, the undersigned representative, have read the rules and regulations referenced in this application and am duly authorized by the organization to submit this application on its behalf. The information herein is complete and accurate.

Printed name:

Signature:

Date:

Special event application fee enclosed

Special event alcohol permit application section enclosed

Please, send completed application to:

City of Perry  
Attn: City Clerk  
P.O. Box 2030

Perry, GA 31069  
(478) 988-2736  
(478) 988-2705 (fax)  
annie.warren@perry-ga.gov

Or hand-deliver application to:  
City Clerk at  
Perry City Hall  
1211 Washington Street  
Perry, GA 31069.

# Perry Ministerial Association

PO Box 1426, Perry, Georgia 31069

*Pastor John Lehenbauer, 2015 President*

August 4, 2016

Major William Phelps  
Perry Police Department  
1207 Washington St  
Perry, GA 31069

Re: Traffic re-routing for Christmas at the Square, **Sunday, Dec. 4**

Dear Perry Police Department and Perry City Council,

Greetings. We are writing to request assistance with traffic re-routing for our Annual Christmas at the Square hosted by the Perry Ministerial Association and our Perry area churches. The event will take place in much the same way it has for the past several years. Events for the day will include:

## **Christmas at the Square, Sunday, December 4**

5 – 6 p.m. Pre-event activities. Pictures at the Manger. Booths. Hot Chocolate. Etc.  
5:30 pm Music by the Langston Road Chorale  
6 – 6:30 p.m. Opening Prayer, Welcome by the Mayor  
Message by Pastor, Lighting of the Christmas Tree,  
Reading of the Christmas account from Luke 2, with Christmas Carols

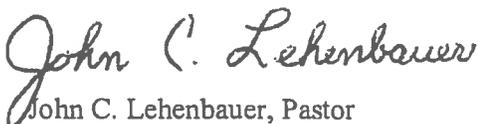
The streets for which we request closure/rerouting are:

**Carroll Street between Jernigan and Washington Street  
Ball Street between Commerce and Main Street**

We anticipate traffic beginning to arrive for this event at approximately 4:30 p.m. and traffic departing around 7:15 p.m. Boy Scout Troop 96 places luminaries along the streets for this event and the Perry Fire Department lights these luminaries. The Public Works Department has picked up these luminaries after the event.

Our stage for this event will be located on the grassy side of the historic downtown Houston County Courthouse on the Carroll Street side. We have invited churches and businesses to set up tables on the sidewalks across the street from the courthouse on the Carroll, Jernigan, and Ball Street sides, to serve hot chocolate, cookies, etc. If you need further information, feel free to contact me. In advance, we want to thank the Police Department, the Mayor, and the City Council for your assistance with traffic flow for this event.

In His Service,



John C. Lehenbauer, Pastor  
Perry Ministerial Association  
Ph/Txt: (478) 397-5914  
john@lehenbauer.us

**From:** johnlehenbauer@gmail.com [mailto:johnlehenbauer@gmail.com] **On Behalf Of** John Lehenbauer  
**Sent:** Thursday, September 08, 2016 1:17 PM  
**To:** Catherine Edgemon  
**Subject:** Request from Perry Ministerial Association

Dear Catherine,

Greetings. I am the President of the Perry Ministerial Association.

The Perry Ministerial Association would like to make a request of the Promotions Committee of the Main Street Merchants.

We are wondering if you might be willing to adopt Christmas at the Square as a program under your organization.

Christmas at the Square has been held for as long as many can remember on the first Sunday in December. This year, that is on December 4 at 6:30 pm. It is a rather simple gathering of the lighting of the City Christmas Tree, a reading of the Christmas story from Luke 2, and the singing of Christmas carols. Approximately 300 people attended last year.

The Perry Ministerial Association does not need any volunteers or help from your organization for this event. We have done this event without outside help for decades. We simply need a sponsoring organization so that we might be under Liability Insurance Coverage . . . which we do not have, as a loosely structured organization.

Thank you for your consideration of our request. A copy of our Program for Christmas at the Square is attached.

With thanks,

John Lehenbauer, Pastor of Christ Lutheran, Perry  
President  
Perry Ministerial Association  
Ph/Txt: 478-397-5914  
[john@lehenbauer.us](mailto:john@lehenbauer.us)



# CHRISTMAS AT THE SQUARE

*A Historic Perry Tradition*

SUNDAY, DECEMBER 4, 2016  
AT THE HISTORIC DOWNTOWN PERRY COURTHOUSE

5:30 PM MUSIC BY THE LANGSTON ROAD CHORALE  
6:00 CHRISTMAS AT THE SQUARE

**Welcome** ..... John Lehenbauer, Pastor, *Christ Lutheran Church*

**Opening Prayer** ..... Dennis Harden, Pastor *New Hope Baptist Church*

**Thank You**..... Heath Clark, Board of Directors, *Caring Solutions Pregnancy Center*

**Mayor's Welcome and Remarks** ..... James Faircloth, Jr., Mayor, *The City of Perry*

**Lighting of the Christmas Tree**

**The Christmas Message**..... *Local Pastor*

**Reading of Luke 2, interspersed with Christmas Carols sung by all**

Displays/tables

Perry Hospital, Houston County Right-to-Life  
Caring Solutions Pregnancy Center, Pictures at the Manger, Hot Chocolate

*A Love Offering will be received for Caring Solutions Pregnancy Center, Warner Robins  
(Gift cards, Newborn diapers, wipes, baby toys, cash, are welcomed in the receptacle provided)*

*Thank You to Boy Scout Troop 96 for their placement of Luminaries.*