

# LEDUC SPORTS HALL OF FAME

## Leduc Sports Hall of Fame Induction Ceremony Request for Proposals

### Background Information

The Leduc Sports Hall of Fame celebrates excellence in athletic accomplishments and leadership within the sporting community. The inaugural induction ceremony was hosted in October, 2016 at which time 4 people were inducted into the Hall of Fame.

The Leduc Sports Hall of Fame Selection Committee is seeking a local sport association or community group to host the next Leduc Sports Hall of Fame induction ceremony in conjunction with a banquet or semi-formal event.

The local sport association or community group would work with City of Leduc administration to incorporate the ceremony into the group's banquet or semi-formal event. Up to 4 individuals or groups will be inducted annually. It is expected that the ceremony will take between 45min – 1 hour.

To assist groups in hosting a high quality event and hall of fame induction ceremony, \$10,000 has been budgeted for the ceremony and banquet enhancements. The partnership program will fund up 100% of LSHF mandated costs such as tickets for inductees and dignitaries, boutonnières, plaques, photography etc. The remaining funds will provide up to half of pre-approved expenses to a maximum of \$10,000 including the LSHF mandated costs.

A minimum of 40 seats will be reserved for the hall of fame inductees, their guests, dignitaries, media and the LSHF Selection Committee.

Please refer to the Induction Ceremony Terms of Reference prior to completing the application.

An information session will be held on Tuesday, February 28, 2017 at 5:30pm for interested parties to learn more about the expectations of the induction ceremony partner. This will serve as an opportunity for interested parties to ask questions of the LSHF Selection Committee prior to submitting a partnership proposal.

To register or for more information contact Janet Guthrie for more information at 780.980.8412 or [jguthrie@leduc.ca](mailto:jguthrie@leduc.ca).

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## Organization Information

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact: Work: \_\_\_\_\_  
Home: \_\_\_\_\_  
Email: \_\_\_\_\_

Name and position of the person filling out this application:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name, address and signature of two (2) board members of the organization:

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

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## Event Details

### Event Description

Name of Event: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Please provide a brief description about the banquet or semi-formal event:

Expected number of guests \_\_\_\_\_

How many years has the event ran? \_\_\_\_\_

Please highlight your organizations previous experience hosting banquets, semi-formal events or award ceremonies:

What is your current volunteer base and describe how this event will be managed? Please include an organizational chart.

Has anyone in your group attended a Leduc or other Sports Hall of Fame Induction Ceremony? \_\_\_Yes \_\_\_No

Have you read the Induction Ceremony Terms of Reference? \_\_\_Yes \_\_\_No

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## **Event Promotion/Marketing**

Indicate the general media coverage expected for this event. (Choose all that apply)

Radio

Newspaper

TV/Broadcast

Social Media

Other

If you circled other, please explain: \_\_\_\_\_

Please briefly describe your events marketing plan

## **Ticketing and revenue**

How much will a banquet ticket cost per individual and per table?

How will you organization manage and encourage ticket sales?

Do you have other plans for generating revenue such as live or silent auctions, 50/50 tickets sales etc.?

Please provide details other sources of funding/revenue being pursued?

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BUDGET			
Revenue Item	Revenue/Unit	# of units	Projected Revenue
Ticket Sales			
Concession/Bar			
Fundraising (gross)			
Donations			
Other:			
a.			
b.			
		<b>TOTAL REVENUE</b>	
Expense Item	Cost/Unit	# of units	Projected Expense
Speaker/Entertainment			
a. Fees			
b. Travel			
Insurance/Permits			
Venue Rental			
Venue Preparation/Pageantry			
Publicity/Promotion			
Fundraising Expense			
Concession/bar - cost of sales			
Catering			
Security			
Honoraria			
Other:			
a.			
b.			
		<b>TOTAL EXPENSES</b>	
		<b>TOTAL PROFIT/LOSS</b>	



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Leduc.ca/sportshalloffame



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