



LEDUC SPORTS HALL OF FAME

Leduc Sports Hall of Fame Induction Ceremony Terms of Reference

1. Objectives

- To provide and approve clear guidelines for the hosting of the Leduc Sports Hall of Fame (LSHF) Induction Ceremony.

2. Goals

- To create a program for groups to apply to partner with the LSHF Selection Committee to host the induction ceremony.
- To partner with local groups that are organizing a banquet or semi-formal event and would like to include the LSHF induction ceremony in their program.

3. Authority

- Working with the host (partner group), city administration will plan the induction ceremony portion of the banquet only.
- The LSHF Selection Committee will attend the event and present the inductees.
- The LSHF Selection Committee is responsible for promoting and administering the selection process for determining the host for the ceremony.
- The host is responsible for organizing and hosting the banquet or semi-formal event.

4. Accountability

- Report on host committee selection and provide updates to the PRC Board.

5. Duties

- The host is responsible for managing ticket sales, promotions and actively encouraging club members and groups to purchase tickets.
- City administration will assist with marketing the event.
- LSHF Selection Committee will help to spread the word about the banquet and encourage ticket sales.
- Groups may apply to host the LSHF ceremony for consecutive years.
- In partnership with the City of Leduc administration, the host will include the LSHF induction ceremony (45-60 min in duration) in their banquet program.
- City of Leduc will budget \$10,000 annually for this program and associated induction ceremony costs.
- The partnership program will fund up 100% of LSHF mandated costs such as tickets for inductees and dignitaries, boutonnieres, 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.
- The amount of funding to be awarded to the host will be in scale to the size of the event.
- To ensure a minimum of 40 seats are reserved for the inductees, their guests, Council, the media and the LSHF Selection Committee.
- Each Inductee will be entitled to 4 tickets. This includes teams and situations where a group of nominees may be inducted.
- The host is encouraged to submit a nomination for the LSHF from within their sport, however hosting the ceremony does not guarantee that the host's nomination will be selected.
- City administration will hire a photographer to take photographs of the inductees at the ceremony.

7. Term

- To host an annual/semi-annual induction ceremony as long as there are inductees.
- Process to be reviewed every 3 years in order to determine if the event has grown enough to become a standalone event or not.