



Background Information

The Leduc Sports Hall of Fame board in conjunction with the City of Leduc are seeking a partnership with a community group to assist with the annual Leduc Sports Hall of Fame banquet. The banquet will take place on November 3, 2019 at the Nisku Inn and Conference Centre. Through this partnership, the Sports Hall of Fame board and the City of Leduc will endeavor to give your group a minimum of \$5,000 with the inclusion of the 50-50 sales, the silent auction, and proceeds from the event.

The successful community group partner will be responsible to supply 8 - 10 volunteers for the banquet in the following capacity:

- Provide a chairperson to work with City staff to organize the event.
- Provide a volunteer coordinator who will attend the banquet and manage the volunteers on site.
- Provide a media contact who will be responsible for answering on behalf of your group at press conferences, etc.
- Assist with the set up and take down process at the banquet.
- Greet and seat guests at the banquet (ushers).
- Administer a 50-50 raffle for the banquet (including procuring an AGLC license for the event).
- Administer the silent auction for the banquet (including procuring the auction items).

Please refer to the Induction Ceremony Terms of Reference prior to completing this application. The completed application must be submitted by April 8, 2018 at 12:00pm.

Please contact Christine Isaac for further information about this opportunity at 780-980-7117 or cisaac@leduc.ca.



Organization Information

Date: _____

Name of Organization: _____

Mailing Address: _____

Name and Position of the person filling out this application:

Name: _____

Signature: _____

Contact Information:

Work: _____

Home: _____

Email: _____

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

1. Name: _____

Address: _____

Signature: _____

2. Name: _____

Address: _____

Signature: _____

What is your current volunteer base and describe how the partnership responsibilities 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

Please return your completed proposal to cisaac@leduc.ca or to the Reception desk at the Civic Centre by 12:00pm on April 9, 2018.