



# LEDUC SPORTS HALL OF FAME

## 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 gala. The gala will take place on November 6, 2021 at the Coast 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 \$6,000 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 gala in the following capacity:

- Provide a chairperson to work with City staff to organize the event.
- Provide a volunteer coordinator who will attend the gala 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 process of the gala.
- Greet and seat guests at the gala (ushers).
- Administer a 50-50 raffle for the gala (including procuring an AGLC license for the event).
- Administer the silent auction for the gala (including procuring the auction items).
- The gala partner is encouraged to submit a nomination for the LSHF from within their sport, however hosting the gala does not guarantee that the nomination will be selected.
- Be responsible for the sale of 24 tickets for the event (new for 2020).

Please refer to the Induction Ceremony Terms of Reference prior to completing this application. The completed application must be submitted by September 10, 2021 at 12:00pm.

Please contact Janet Guthrie for further information about this opportunity at 780-980-8412 or [jguthrie@leduc.ca](mailto:jguthrie@leduc.ca).

***\*NOTE: In light of the continued Covid-19 global pandemic, gala plans are subject to change depending on the government regulations in place at the time. The hope is to host an in-person gala; however, the event may need to pivot to a virtual or hybrid format with the worst case being a postponement until 2022. These changes may affect revenue-generating opportunities for the gala partner.***



**LEDUC SPORTS**  
**HALL OF FAME**

**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: \_\_\_\_\_



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What is your current volunteer base and describe how the partnership responsibilities will be managed?  
Please include an organizational chart.

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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 [jguthrie@leduc.ca](mailto:jguthrie@leduc.ca) or to the Reception desk at the Civic Centre by 12:00pm on September 10, 2021.**