

Are you interested in hosting the Rivers West District Annual General Meeting in your community?



Expression of Interest Form

Who provides what?

Host: Book the meeting space on June 19, 2018 from 10:30 a.m. to 2:30 p.m. CST which would hold approximately 25-30 people; set up the meeting space with necessary tables/chairs/serving tables; book the caterer (Rivers West will confirm the number of attendees prior to the meeting); provide beverages, coffee/tea, plates, cutlery, cups, etc.; plan an activity to follow the Annual General Meeting (golfing or tours of the highlights/attractions that your community has to offer); clean the facility following the Annual General Meeting; and any other related tasks that may arise.

District: Will advertise the Annual General Meeting; pay for the facility rental; pay for the catering fees; pay for any fees associated with the activity we participate in after the meetings.

Schedule: Regular Board Meeting: 10:30 to 11:30 a.m.
AGM Attendees arrive: 11:45 a.m. to 12:00 p.m.
Lunch: 12:00 to 12:45 p.m.
Annual General Meeting: 12:45 to 2:30 p.m. (may finish earlier and to be immediately followed by activity)

Community Name: _____ Contact Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Facility rental: Building Name: _____

Building Address: _____

Usage Fees: _____ Building Capacity: _____

Refreshments and lunch menu (i.e. coffee and cookies, soup and sandwich, dessert, etc.)

Refreshment Fee (per person): _____ Caterer Fees (per person): _____

Activity that is planned to follow the Annual General Meeting in the afternoon:

Please return to Donna Johnston-Genest, by fax to 306-882-2744 or email at rwdsr.donna@sasktel.net by **May 2, 2018 at 5:00 p.m.** For more information phone 306-882-3030.

