

Rivers West District for Sport Culture & Recreation

2018 Volunteer Recognition Program

Rivers West District is looking for a community/organization to host the 2018 Rivers West District Volunteer Recognition Banquet.

This banquet is a great fundraiser for the host community/organization. If your community or organization is interested in hosting the Awards Banquet please complete this form and return it to the Rivers West District North Battleford office by: **February 9th, 2018.**

Information Required:

Host Community/Organization: _____

Contact Person: _____ Town/City: _____

Contacts Phone Number: _____ Alternate Number: _____

Contacts E-mail: _____

Facility Name: _____

Facility Street Address: _____ Seating Capacity of Facility: _____

Rental Charge for facility: \$_____ Catering Charge: \$_____

Possible dates for the banquet (please indicate preferences 1 and 2):

___ Tuesday, April 17, 2018 ___ Wednesday, April 18, 2018 ___ Thursday, April 19, 2018

Host community/organization is responsible for:

- Booking of the hall (Rivers West District pays the rent)
- Decorations, set-up & clean-up of hall on banquet day (host responsible for decoration costs)
- Providing a sound system to use, a podium, a screen for power point and a plain backdrop for pictures to be taken (set up near the front of the hall)
- Booking the caterer and food for the banquet (Rivers West District pays the caterer)
- Arranging someone to bring greetings from the community
- Arranging for someone to say Grace
- Organizing local talent for the Awards Night (running about 30 minutes or during supper)
- Putting up posters in your community to advertise banquet (Rivers West District supplies posters)
- Pre-selling tickets within the community (this money is given to the Rivers West District staff at the banquet)

Return to: Cynthia Tymoruski, Community Development Coordinator

Rivers West District for Sport, Culture & Recreation

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