



# HOST PROPOSAL INDUCTION GALA

**HOST MUNICIPALITY:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**POSITION/TITLE:** \_\_\_\_\_

**TELEPHONE (WORK):** \_\_\_\_\_ **(CELL):** \_\_\_\_\_

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

**PROPOSED EVENT DATE** (IF NOT FIRST SATURDAY OF JUNE, PLEASE EXPLAIN WHY): \_\_\_\_\_

[DD/MM/YYYY]

**PROPOSED VENUE:** \_\_\_\_\_

**LOCATION/STREET ADDRESS:** \_\_\_\_\_

**NAME OF MANAGER/CONTACT:** \_\_\_\_\_

**TELEPHONE (WORK):** \_\_\_\_\_ **(CELL):** \_\_\_\_\_

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

**VENUE DETAILS** (ATTACH SEPARATELY) | Provide details on the venue including; floor plans, number and kinds of function rooms available, indicating size, capacity, and ability to accommodate the functions outlined in the EVENT GUIDELINES document.

**HOST COMMITTEE** (ATTACH SEPARATELY) | Provide details which demonstrate ability to staff a Host Committee, consisting of 8 – 12 dedicated and influential volunteers, who will be capable of ensuring success in each of the three primary responsibilities;

1. Promote, oversee, and achieve the sale of at least 300 event tickets,
2. Promote and achieve the sale of at least \$8,500.00 in Souvenir Program Ads and assist with material collection,
3. Plan and deliver activities in the local area that will build community interest.

**APPLICANT CONFIRMATION** | By signing below, the host municipality accepts and agrees to fulfill the conditions as described within the EVENT GUIDELINES.

\_\_\_\_\_  
NAME OF MUNICIPAL REPRESENTATIVE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE [DD/MM/YYYY]

**PROPOSALS MUST BE RECEIVED AT THE NBSHF OFFICE BY 12:00 NOON ON MARCH 30, 2018**

503 Rue Queen Street, Fredericton, NB E3B 5H1 • (T) 506.453.3747 • (F) 506.459.0481 •

nbsportshalloffame@gnb.ca

# EVENT GUIDELINES

## INDUCTION GALA



**NBHSF** - For more than 40 years, the New Brunswick Sports Hall of Fame has honoured New Brunswick's outstanding athletes, teams and sports builders by granting them permanent recognition in our provincial sports shrine. Legends such as Yvon Durelle, Willie O'Ree, Ron Turcotte, and Marianne Limpert have been enshrined, and each year up to six new inductees join them as Hall of Famers in the presence of family and friends, Sports Hall of Fame members, along with the sport and business communities. The annual Induction Gala is the highlight of the sports year in New Brunswick!

**EVENT** - The bilingual event, which is traditionally held on the first Saturday in June. The primary focus is on the individuals being inducted; therefore we intentionally avoid celebrity guest speakers and/or activities such as auctions and raffles. The honorees, members of the board of governors, provincial and civic representatives, and others involved in the ceremony will attend a private pre-dinner reception in a function room near where the dinner is being held. The pre-dinner reception has traditionally run from 5:30 until 6:45 p.m., is by invitation only, and serves as the staging area. Expected attendance at the pre-dinner reception can range between 40 - 100 and at the Banquet between 350 - 600. The formal part of the evening begins at 7:00 p.m. with the procession of honorees and escorts. The target is to complete the meal service and clear the tables by 8:40 p.m. so that the formal proceedings leading to the induction ceremony can begin no later than 8:45 p.m.

**VENUE** - The event venue must have the capacity to accommodate the pre-dinner reception and a minimum of 350 guests seated at round tables (8 settings per table), plus have additional room for the required stage with wheelchair ramp, and audio visual equipment.

**AUDIO-VISUAL & TELEVISION** - The induction ceremony is usually televised by Rogers Television, and there will be an audio-visual presentation during the evening. This will require adequate space for screens, lighting, cameras, control consoles, etc.

**HOST COMMITTEE RESPONSIBILITIES** - The Host Committee will have three primary responsibilities;

1. Promote, oversee, and achieve the sale of at least 300 event tickets,
2. Promote and achieve the sale of \$8,500.00 in Souvenir Program Ads and assist with material collection,
3. Plan and deliver activities in the local area that will build community interest.

**ECONOMIC IMPACT** – Using the Canadian Tourism Research Institute's Sport Tourism Economic Assessment Tool, the event on average will generate a total of \$150,000 of economic activity in the local area.

**FINANCIAL GUARANTEE** – The host acknowledges and accepts that the annual Induction Gala is the principal fundraiser of the year for the New Brunswick Sports Hall of Fame. All direct proceeds generated by the event contribute to the annual operation of the New Brunswick Sports Hall of Fame. The host will guarantee a minimum profit (revenue minus expenses = profit) of \$10,000.00. The successful host must pay the NBSHF a bid bond in the amount of \$10,000.00 ninety days prior to the event. The funds will be held in trust until the profit can be calculated and will be returned if no shortfall occurs, or used to off-set any shortfall of the financial guarantee.