

# Rivers West District for Sport Culture & Recreation

## 2022 Volunteer Recognition Program

**Rivers West District is looking for a community/organization to host the 2022 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 Award's Banquet please complete this form and return it to the Rivers West District North Battleford office by: **Monday February 1<sup>st</sup>, 2022**

### 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 26, 2022 \_\_\_ Wednesday, April 27, 2022 \_\_\_ Thursday, April 28, 2022

### 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)

**Return to:** Cynthia Tymoruski, Community Development Coordinator

Rivers West District for Sport, Culture & Recreation

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