



Board of Park Commissioners
Fund Development Committee
Wednesday, January 18, 2023 at 4:00 p.m.
Bristol Parks, Recreation, Youth & Community Services – 51 High Street, Bristol CT
Special Meeting Agenda

1) Call to Order

- a. Attendance

2) Acceptance of meeting minutes

- a. November 16, 2022 Special Meeting Minutes
Documents: Attachment A (Pg. 2)

3) Public Participation

4) Old Business

- a. Updates on Dinner on the Diamond progress and action items for commissioners
Documents: Attachment B (Pgs. 3-12)
- b. By Commissioners

5) New Business

- a. Discuss Commissioner Donovan's Silent Auction proposal
Documents: [Silent Auction Guide](#) | [The 5 Steps To Success](#) | [32auctions](#)
- b. By Commissioners

6) Adjourn

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners



Board of Park Commissioners
Fund Development Committee
Wednesday, November 16, 2022 at 4:00 p.m.
Bristol Parks, Recreation, Youth & Community Services – 51 High Street, Bristol CT
Special Meeting Minutes

1) Call to Order

- a. Chair Cynthia Donovan called the meeting to order at 4:00 p.m.
- b. Attendance

Present: Cynthia Donovan, Chair
Sandra Bogdanski, Commissioner
Emily Michaud, Commissioner

Erica Benoit, Community Engagement Coordinator
Sarah Larson, Deputy Superintendent
Dr. Joshua Medeiros, Superintendent

2) Acceptance of meeting minutes

- a. **MOTION:** Made by Commissioner Bogdanski to accept the September 14, 2022 Special Meeting Minutes.
Seconded by: Commissioner Michaud, all in favor; motion carried.

3) Public Participation: None.

4) Old Business

- a. By Commissioners: None.

5) New Business

- a. Community Engagement Coordinator Benoit presented Dinner on the Diamond action items, discussion followed.
- b. By Commissioners: None

6) Adjourn

- a. **MOTION:** Made by Chair Donovan to adjourn the meeting at 4:57 p.m.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners



51 High Street, Bristol, CT 06010 | 860-584-6160 | Parksandrecreation@bristolct.gov

Dinner on the Diamond

Fund Development Committee – January 18, 2023

Timeframe		BPRYCS Action Items	Fund Development Committee Action Items
2023	January	<ul style="list-style-type: none"> - Ensure application for alcohol permit has been submitted - Promotional materials created - Fill out event application with City 	<ul style="list-style-type: none"> - Review ticket pricing - Review sponsor packages - Review budget - Review entertainment options & establish contract - Establish Outreach Roles Cindy as Outreach coordinator & upkeep - All promotional materials provided to Fund Development Committee for sponsor “buy-in” and circulation
	February	<ul style="list-style-type: none"> - Review Support needs & Identify partners to help promote, invite for involvement, and support - Ex. Main Street Community Foundation, Mayor’s Office - Full marketing push to the public by BPRYCS & partners - Ex. Press Release, Flyers, Social Media Events, Promo Video - Order Rentals (Ex. furniture) - Determine staffing needs and establish a plan for staff/ volunteers (Ex. Check In) 	
	March	<ul style="list-style-type: none"> - Regroup with Parks Division to review layout and facility needs - Begin ordering any necessary supplies - Establish event flow / day of timeline - Event Promotion 	<ul style="list-style-type: none"> - Review staffing needs and establish a plan for staff/ volunteers (Ex. Check In) - Determine signage & collateral needs
	April	<ul style="list-style-type: none"> - Meet with Parks Division to review staffing, timing, layout, equipment, etc. - Order/print signage and collateral 	<ul style="list-style-type: none"> - Review event flow / day of timeline - Follow up & confirm guest attendance / sponsor attendance - Event Promotion - Event Preparations
	May	<ul style="list-style-type: none"> - Follow up & confirm guest attendance / sponsor attendance 	



- 2ND ANNUAL -

DINNER ON THE DIAMOND AT MUZZY FIELD



Saturday, May 13, 2023

5:00 - 8:00 PM

Muzzy Field - Rockwell Park

Rain Date: Saturday May 20, 2023

Dinner on the Diamond is back! Join us for an unforgettable evening as we kick off the summer season with live music, dinner, and celebration on the infield of Muzzy Field! Tickets include hors d'oeuvres, dinner, entertainment, drinks and more!

All proceeds to benefit The Friends of Bristol Parks and Recreation Fund through the Main Street Community Foundation.

With Support From:



Dinner on the Diamond

Saturday, May 13, 2022 | 5:00 - 8:00 PM

SPONSORSHIP OPPORTUNITIES



GOLD SPONSOR \$5,500.00

- One Reserved Table for eight (8) guests
- Opportunity for representative to speak and address attendees at the event
- Logo on Promotional Banner along Park Street
- Verbal recognition during the program
- Acknowledgement in Press Release, Newsletter, and all Various Media and Publications (pre- and post- event)
- Logo on event webpage with link to Company Website (if applicable)
- Logo included in E-Communication (12,000+ subscribers made up of residents, supporters , & community leaders)
- Logo Recognition in Program Book
- Your Organizational Literature or Items in all Gift Bags
- Recognition in the donor section of the BPRYCS Annual Report

SILVER SPONSOR \$3,500.00

- One Reserved Table for eight (8) guests
- Verbal recognition during the program
- Acknowledgement in Press Release, Newsletter, and all Various Media and Publications (pre- and post- event)
- Logo Recognition on attendee Gift Bags at each seat
- Logo on event webpage with link to Company Website (if applicable)
- Logo included in E-Communication (12,000+ subscribers made up of residents, supporters , & community leaders)
- Logo Recognition in Program Book
- Your Organizational Literature or Items in all Gift Bags
- Recognition in the donor section of the BPRYCS Annual Report

BRONZE SPONSOR \$2,200.00

- One Reserved Table for eight (8) guests
- Logo at Signature Drink Station / Bar
- Logo at interactive activity stations
- Logo included in Video Board Slideshow
- Logo on event webpage with link to Company Website (if applicable)
- Logo included in E-Communication (12,000+ subscribers made up of residents, supporters , & community leaders)
- Logo Recognition in Program Book
- Recognition in the donor section of the BPRYCS Annual Report

COMMUNITY PARTNER \$950.00

- One Reserved Table for eight (8) guests
- Logo Recognition on a Lawn sign along the perimeter of the event space
- Logo on event webpage with link to Company Website (if applicable)
- Logo included in E-Communication (12,000+ subscribers made up of residents, supporters , & community leaders)
- Logo Recognition in Program Book
- Your Organizational Literature or Items in all Gift Bags
- Recognition in the donor section of the BPRYCS Annual Report

EVENT SUPPORTER \$550.00

- Logo Recognition on a Lawn sign along the perimeter of the event space
- Name on event webpage with link to Company Website (if applicable)
- Logo included in E-Communication (12,000+ subscribers made up of residents, supporters , & community leaders)
- Logo Recognition in Program Book
- Your Organizational Literature or Items in all Gift Bags
- Recognition in the donor section of the BPRYCS Annual Report

If interested, please fill out the form in back.



2023 DINNER ON THE DIAMOND - COMMITMENT FORM

Organization / Company _____

Contact First & Last Name _____

Contact Title _____

Address _____

Contact Email _____ Contact Phone _____

Authorized Signature _____ Date _____

Commitment Level (please check all that apply):

Sponsorships

- Gold Sponsor \$5,500.00
- Silver Sponsorship \$3,500.00
- Bronze Sponsorship \$2,200.00
- Community Advocate \$950.00
- Community Supporter \$550.00

Program Advertisements

- Outside Back Cover (5.5" x 8.5") \$300.00
- Inside Back Cover (5.5" x 8.5") \$270.00
- Inside Front Cover (5.5" x 8.5") \$250.00
- Full Page (5.5" x 8.5") \$225.00
- Half Page (5.125" x 4") \$175.00
- Quarter Page (5.125" x 2") \$110.00

Tickets

- Individual Ticket \$125.00
(1) Ticket to Dinner on the Diamond
- Couples Package \$225.00
(2) Tickets to Dinner on the Diamond

In-Kind Donation of Goods/Services, please list value here: \$ _____

List Good / Service to be provided: _____

Payment Options

Please complete and return this form to City of Bristol Department of Parks, Recreation, Youth and Community Services Department:

Mail: Parks, Recreation, Youth & Community Services
 Attn: Erica Benoit
 51 High Street
 Bristol, CT 06010
 Email: Ericabenoit@bristolct.gov
 Fax: (860) 584-6163

Total Amount Due: \$ _____

Check Enclosed # _____
Please make checks payable to "Bristol Parks, Recreation, Youth and Community Services"

Invoice us on _____ (date)

Sponsor Package	Fee	Event Tickets	Cost to BPRYCS	Profit to be Made	QTY Available	Total Profit
Gold Sponsor	\$ 5,500.00	8	\$ 720.00	\$ 4,780.00	2	\$ 9,560.00
Silver Sponsor	\$ 3,500.00	8	\$ 720.00	\$ 2,780.00	2	\$ 5,560.00
Bronze Sponsor	\$ 2,200.00	8	\$ 720.00	\$ 1,480.00	3	\$ 4,440.00
Community Partner	\$ 950.00	8	\$ 720.00	\$ 230.00	8	\$ 1,840.00
Community Supporter	\$ 550.00	0	\$ 20.00	\$ 530.00	6	\$ 3,180.00
<i>red = unlimited (placeholder)</i>						\$ 24,580.00

Cost Per Person \$ 90.00 200 **\$ 18,000.00**

Tickets - OPTION A <i>Recommended</i>	Cost to BPRYCS	Fee	Savings to Customer	Event Tickets	Profit to be Made
Individual	\$ 90.00	\$ 125.00	-	1	\$ 35.00
Couple (<i>\$250 value</i>)	\$ 180.00	\$ 225.00	\$ 25.00	2	\$ 45.00

Tickets - OPTION B	Cost to BPRYCS	Fee	Savings to Customer	Event Tickets	Profit to be Made
Individual	\$ 90.00	\$ 105.00	-	1	\$ 15.00
Couple (<i>\$210 value</i>)	\$ 180.00	\$ 185.00	\$ 25.00	2	\$ 5.00
Table (<i>\$840 value</i>)	\$ 720.00	\$ 750.00	\$ 90.00	8	\$ 30.00

Tickets - OPTION C	Cost to BPRYCS	Fee	Savings to Customer	Event Tickets	Profit to be Made
Individual	\$ 90.00	\$ 95.00	-	1	\$ 5.00
Couple (<i>\$190 value</i>)	\$ 180.00	\$ 175.00	\$ 15.00	2	\$ (5.00)
Table (<i>\$760 value</i>)	\$ 720.00	\$ 695.00	\$ 65.00	8	\$ (25.00)

Cost Per Person for BPRYCS goes up!

Example Scenario:

Sponsor Packages above = (8) Tables of (8) people = 120 people / (8) Tables x \$180 profit ea. = \$1,440.00
 Couple Tickets (Option A) = (18) Couples of (2) people = 36 people / (18) Couples x \$45 profit ea. = \$810.00
 Individual Tickets (Option A) = (44) Tickets = 44 People x \$35 profit ea. = \$1540.00
 Example profit to be made from ticket sales = \$3,790.00
 Example Profit to be made from sponsor packages = \$6,580.00
 Example Total Profit

SPONSOR PACKAGES	Gold	Silver	Bronze	Community Advocate	Community Supporter
Speaking Opportunity	X				
Logo on Promotional Banner along Park Street	X				
Logo on Stage Banner	X				
Verbal Recognition During Event	X	X			
Logo Recognition on Table Centerpieces		X			
Logo Recognition on attendee Gift Bags at each seat		X			
Logo at interactive activity Stations			X		
Logo at Signature Drink Station / Bar			X		
Logo included in Video Board Slideshow & wrap video	X	X	X	X	
Reserved Table for (8) guests	X	X	X	X	
Lawn Signs along Perimeter of Event				X	X
Logo/Name on event webpage with link to Company Website (if applicable)	Logo	Logo	Logo	Logo	Name
Logo/Name included in E-Communication (12,000+ subscribers)	Logo	Logo	Logo	Name	Name
Logo/Name Recognition in Program Book	Logo	Logo	Logo	Logo	Logo
Name/Company listed in BPRYCS Annual Report	X	X	X	X	X

Dinner on the Diamond						
Saturday, May 13, 2022						
Rain Date: Saturday, May 20, 2022						
Asset	Qty	Unit Cost	Estimate	Actuals	Provider	Comments
Rentals						
5' Round Tables	25					5' Rounds (Seat 8 - 10)
Chairs	200		\$ (590.00)		City True Value	White Folding Chairs
Delivery Fee	1					Same Day Drop Off & Delivery
						Cocktail tables brought over from Perry
Total - Rentals			\$ (590.00)	\$ -		
Food and Beverage						
Cost Per Person	200	\$ (90.00)	\$ (18,000.00)		Greenhouse	Includes Hor'Dearves, Dinner, Open Bar, All Fees
Bar Permit	1	\$ (200.00)	\$ (200.00)		Greenhouse	
Total - Food and Beverage			\$ (18,200.00)	\$ -		
Entertainment						
Music / Band	1	\$ (1,100.00)	\$ (1,100.00)			
Video Board Rental	1		\$ (500.00)			
Total - Entertainment			\$ (1,600.00)	\$ -		
Enhancements						
Gift Bags	2	\$ (30.00)	\$ (60.00)		Amazon	(100) bags per order x (2) orders - 200 total bags
Filler Per Person	200	\$ (10.00)	\$ (2,000.00)			Picnic in the Park Kit, Sunglasses, Sponsor Info
Printed Booklet			\$ -			Printing in house
Total - Enhancements			\$ (2,060.00)	\$ -		
Decorations						
Flowers						
Center pieces			\$ (250.00)			High and low tables
Banner						
Backdrop						
Total - Decorations			\$ (250.00)	\$ -		
Miscellaneous						
Temporary Liquor Permit	1	\$ (10.00)	\$ (10.00)		State of CT	
Temporary Liquor Permit Printing	1	\$ (20.00)	\$ (20.00)		Bristol City Clerk	
Parks Crew Attendant(s)						\$50 per hour?
Total - Miscellaneous			\$ (30.00)	\$ -		
Totals						
Total - Rentals			\$ (590.00)	\$ -		
Total - Food and Beverage			\$ (18,200.00)	\$ -		
Total - Entertainment			\$ (1,600.00)	\$ -		
Total - Enhancements			\$ (2,060.00)	\$ -		
Total - Decorations			\$ (250.00)	\$ -		
Total - Misc.			\$ (30.00)	\$ -		
GRAND TOTAL:			\$ (22,730.00)	\$ -		

Greenhouse Café - ESTIMATES

Bristol, CT

Ticket Pricing: \$90 - \$125

Package	Description	Price Per Person	Notes
Bar	Beer, Wine, Water, Soft Drinks	\$ 10.00	Drink ticket system (1pp)
Passed Hors D'oeuvre	Selection of (3) Items	\$ 10.00	
Bread	Dinner Rolls	-	
Salad	Selection of (1) Plated Salad		
Entrée	Selection of (2) Plated Entrees	\$ 29.95	
Pasta	Selection of (1) Plated Pasta		
Sides	Selection of (2) Buffet Style Starch & Vegetables		
Dessert	Provide dessert for service	-	
Table Settings	Includes: - Dinnerware - Flatware - Glasses - Napkins - Tablecloths	\$ 9.75	
		\$ 59.70	
Service Charge (24%)		\$ 14.33	Service, staff, transport., etc.
Inflation (10%)		\$ 5.97	
Gratuuity (15%)		\$ 8.96	
		\$ 29.25	
		\$ 88.95	

Package	Description	Cost	Notes
Bar	Bar Set-Up and Permit	\$ 200.00	In addition to State of CT Temporary Liquor License (\$2 pp)

ENTERTAINMENT



Southern Voice

Option 1: Five-Piece Acoustic Band – *Recommended*

Last year was an acoustic duo (not available for 2023)

Cost: \$1,100

Option 2: Standard Southern Voice Band

Cost: \$1,500

Includes sound engineer & lighting



42 Salute (LB4)

Also known as The Beaudoin Brothers

Cost:

RECOMMENDED PROGRAM ENHANCEMENTS



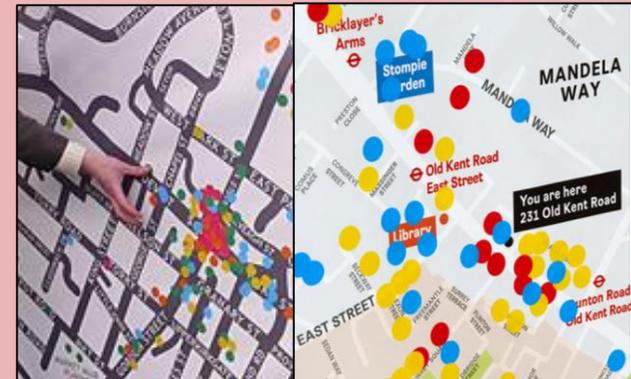
Video Board

- Mazzarella Video – Featuring Community Member Success Stories
- Sponsor Logos / Message Integration
- Project Updates
- Gold Medal Finalist Video (if applicable)



Recognition

- Outstanding Community Members
- Business Impact
- League Organizers
- Volunteers
- Program Location Partners
- Highlight Inter-City Relationships



Interactives

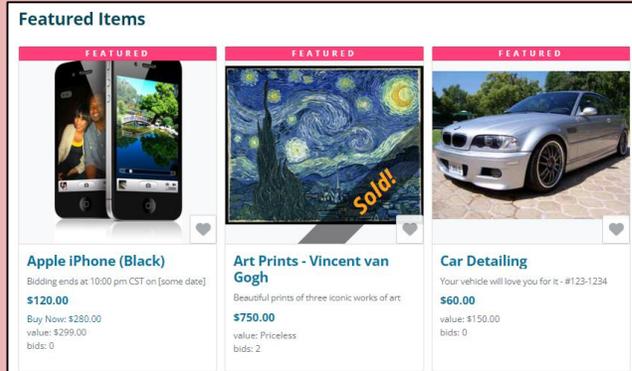
- Mark a Map
- Signature Drink
- Photo Opportunity

ADDITIONAL PROGRAM ENHANCEMENT OPTIONS



Guest Speaker

- Dennis House (WTNH)
 - Community Focused
- Nick Offerman (Parks & Rec)
 - Outdoors Focused
- Vanessa Dorantes (Commissioner of the Connecticut Department of Children and Families – DCF)
 - “Advocate for human rights and a public servant”



Auction

- 32 Auctions
 - Cost: \$350.00
 - Would rely on committee support to secure auction items