



PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Board of Park Commissioners

Fund Development & Advocacy Committee

Wednesday, November 15, 2023 at 5:00 p.m.

City Hall Room 1-2 – 111 N. Main Street, Bristol, CT

Special Meeting Agenda

1. Call to Order

- a. Attendance

2. Acceptance of Meeting Minutes

- a. October 18, 2023 Special Meeting Minutes (ATTACHMENT A)

Documents:

[ATTACHMENT A.PDF](#)

3. Public Participation

4. Old Business

- a. By Commissioners

5. New Business

- a. Dinner on the Diamond 2024 Planning Updates (ATTACHMENT B)

- b. Dinner on the Diamond Silent Auction program updates

- c. Establish fund development and advocacy goals for the strategic use of the Friends of Bristol Parks and Recreation Fund and refer to Finance Committee

- d. By Commissioners

Documents:

6. Adjourn

Respectfully submitted,

Aubrey Minkler

Recording Secretary

Board of Park Commissioners



Board of Park Commissioners
Fund Development Committee
Wednesday, October 18, 2023 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 Sandra Bogdanski called the meeting to order at 4:02 p.m.
- b. Attendance

Present: Sandra Bogdanski, Chair
Emily Michaud, Commissioner
Leonard Lamothe, Commissioner

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

2. Acceptance of meeting minutes

- a. **MOTION:** Made by Commissioner Lamothe to accept the April 19, 2023 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 the Dinner on the Diamond 2023 Wrap up Report; discussion followed.
- b. Community Engagement Coordinator Benoit presented the Dinner on the Diamond 2024 Planning and Timeline for fundraising, outreach, and donor cultivation; discussion followed.
MOTION: Made by Chair Bogdanski, to adopt the presented sponsorship package and a ticket package of \$125 per person, \$250 per couple, or \$1000 per table of eight.
Seconded by: Commissioner Lamothe, all in favor; motion carried.
MOTION: Made by Chair Bogdanski, to request quotes from the selected caterers for a family style dinner presentation, pending Bristol-Burlington Health District approval.
Seconded by: Commissioner Michaud, all in favor; motion carried.
- c. Superintendent Medeiros presented on additional funding mechanism for the Dinner on the Diamond; discussion followed.
- d. Superintendent Medeiros introduced the topic of establishing fund development and advocacy goals for the strategic use of the Friends of Bristol Parks and Recreation Fund; discussion followed.
- e. By Commissioners: None.

6. Adjourn

- a. **MOTION:** Made by Chair Bogdanski to adjourn the meeting at 5:01 p.m.
Seconded by: Commissioner Michaud, all in favor; motion carried.

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners

DRAFT



Dinner on the Diamond - May 11, 2024
Fund Development and Advocacy Committee

November 2023 -

Ticket Packages

Ticket Packages as of Nov 2023	Ticket Price	Ticket Value	Cost to BPRYCS	Margin of Profit
Individual (1 Ticket)	\$ 125.00	\$ 125.00	\$ 90.00	\$ 35.00
Couple (2 Tickets)	\$ 225.00	\$ 250.00	\$ 180.00	\$ 45.00
Table (8 Tickets)	\$ 925.00	\$1,000.00	\$ 720.00	\$ 205.00

Sponsor Packages

Sponsor Packages as of November 2023	Package Price	Event Tickets	Ticket Value	Cost to BPRYCS	Profit to be Made	QTY Available	Gross Profit
Gold Sponsor	\$6,000.00	8	\$ 1,000.00	\$ 720.00	\$5,280.00	3	\$ 15,840.00
Silver Sponsor	\$3,900.00	8	\$ 1,000.00	\$ 720.00	\$3,180.00	3	\$ 9,540.00
Bronze Sponsor	\$2,800.00	8	\$ 1,000.00	\$ 720.00	\$2,080.00	3	\$ 6,240.00
Community Partner	\$1,200.00	8	\$ 1,000.00	\$ 720.00	\$ 480.00	12	\$ 5,760.00
Event Supporter	\$ 400.00	0		\$ -	\$ 400.00	5	\$ 2,000.00
							\$39,380.00

SPONSOR PACKAGES	Gold	Silver	Bronze	Community Partner	Event Supporter
Reserved Table with (8) Seats/Tickets and Company Logo	X	X	X	X	
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 Signature Drink Station / Bar			X		
Logo displayed at Check In			X		
Lawn Signs Perimeter of Event	X	X	X	X	X
Logo/Name on event webpage with link to Company Website (if applicable)	Logo	Logo	Logo	Logo	Logo
Logo/Name included in E-Communication (15,000+ 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 11, 2024

Asset	Estimate A <i>Modeled after 2023</i>	Estimate B <i>Cost Savings</i>	Provider	Comments
Rentals				
5' Round Tables	\$ (500.00)	\$ (500.00)	City True Value	(25) 5' Rounds (Seat 8 - 10) - Paid in 2023
Chairs				(200) White Folding Chairs - Paid in 2023
Delivery Fee	\$ (150.00)	\$ (150.00)		Same Day Drop Off & Delivery
				Cocktail tables to be brought over from Perry
Total - Rentals	\$ (650.00)	\$ (650.00)		
Food and Beverage				
Price Per Head - Dinner, Apps, Dessert	\$ (17,600.00)	\$ (17,600.00)	Caterer	Price Per Head @ Emily's = \$73.33 + 20% Production Fee (\$14.66)
Dinnerware, Glassware, Settings				Total Per Person Cost to BPRYCS = \$87.99
Drinks				
Temporary Liquor Permit	\$ (60.00)		State of CT	Application Fee Paid
Temporary Liquor Permit Printing	\$ (50.00)		Bristol City Clerk	Printing Fee
Infield Covering - (BBHD Provision)	\$ (750.00)		Per BBHD	4' x 25' rolls
Total - Food and Beverage	\$ (18,460.00)	\$ (17,600.00)		
Entertainment				
Music / Band	\$ (1,100.00)	\$ (800.00)		Estimate A = Paid in 2023
Video Board Rental	\$ (1,250.00)			Estimate A = Paid in 2023
Total - Entertainment	\$ (2,350.00)	\$ (800.00)		
Enhancements				
Gift Bags	\$ (2,000.00)			Estimate A = \$10 Per Head - Approx.200 People
All Heart Parks Volunteer of the Year Award	\$ (50.00)	\$ (50.00)		
Total - Enhancements	\$ (2,050.00)	\$ (50.00)		
Decorations				
Flowers	\$ (250.00)	\$ (250.00)		
Banner	\$ (130.00)	\$ (130.00)	VistPrint	Ad Banner in front of Muzzy w/ sponsor logos - Paid in 2023
Total - Decorations	\$ (380.00)	\$ (380.00)		
Miscellaneous				
Parks Crew Attendant Time	\$ (1,000.00)			Estimate A = Paid in 2023
BPRYCS Staffing	\$ (500.00)			Estimate A = Paid in 2023
Total - Miscellaneous	\$ (1,500.00)	\$ -		
Sponsorships, Donations, and Support				
Individual Ticket Sales	\$ 100.00	\$ 100.00		Approx.
Couples Ticket Sales	\$ 100.00	\$ 100.00		Approx.
Gold Sponsor	\$ 39,380.00	\$ 39,380.00		Approx.
Silver Sponsor				
Bronze Sponsor				
Community Partner				
Event Supporter				
Total - Miscellaneous	\$ 39,580.00	\$ 39,580.00		
Totals				
Total - Rentals	\$ (650.00)	\$ (650.00)		
Total - Food and Beverage	\$ (18,460.00)	\$ (17,600.00)		
Total - Entertainment	\$ (2,350.00)	\$ (800.00)		
Total - Enhancements	\$ (2,050.00)	\$ (50.00)		
Total - Decorations	\$ (380.00)	\$ (380.00)		
Total - Misc.	\$ (1,500.00)	\$ -		
Total - Sponsors / Support	\$ 39,580.00	\$ 39,580.00		
GRAND TOTAL:	\$ 14,190.00	\$ 20,100.00		



Emily's Catering <i>Bristol, CT</i>			Price Per Head - \$88
Package	Description	Price Per Person	Notes
Stationed Hors D'oeuvres	Mediterranean "Grazing Table"	\$ 73.33	
Bread (Family Style)	Dinner Rolls & Butter		
Salad (Plated)	Emily's Chopped Salad		
Dinner Entrée (Plated)	(1) Pre-Selected Entrée		<i>Protein Recommended Served to all guests</i>
Pasta			
Sides (Family Style)	Chilled Grilled Salmon Citrus Marinated Asparagus Grilled Vegetables Tomato/Basil/Mozzarella Salad		
Dessert			
Bar	Beer, Wine, Softdrinks		
Table Settings	Includes: - Dinnerware - Flatware - Glasses - Napkins - Tablecloths		
Subtotal Per Person			\$ 73.33
Production Fee - 20%	Fee (Equipment, transpo., etc)	\$ 14.67	
		\$ 88.00	

SPONSORSHIP OPPORTUNITIES

Dinner on the Diamond

Saturday, May 11, 2024 | 5:00 - 8:00 PM



GOLD SPONSOR \$6,000.00

- 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 \$3,900.00

- 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 \$2,800.00

- 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 \$1,200.00

- 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 \$400.00

- 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.



PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

2024 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 \$6,000.00
- Silver Sponsor \$3,900.00
- Bronze Sponsor \$2,800.00
- Community Partner \$1,200.00
- Event Supporter \$400.00

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

Silent Auction Partner

Silent Auction Donation, please list value here: \$ _____

Silent Auction Item being provided: _____

Tickets

- Individual Ticket \$125.00
(1) Ticket to Dinner on the Diamond
- Couples Package \$225.00
(2) Tickets to Dinner on the Diamond
- Reserved Table \$925.00
(8) Tickets to Dinner on the Diamond

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)