

Manitoba Communities in Bloom
Annual Conference and Awards Ceremonies



Host Community
Conference Partnership Agreement
2017

Manitoba Communities in Bloom Annual Conference and Awards Ceremonies Host Community Conference Partnership Agreement

Calendar

Month	Action Required	Who is responsible
Year prior to Conference and Awards		
As soon as available	<ul style="list-style-type: none"> • Block book 25 hotel rooms • Book facility for conference and banquet • Book caterer 	Host Community
Spring	Meeting with MB CiB and Host Community to review/discuss/confirm Host Community Partnership responsibilities	MB CiB will call the meeting
August	Prepare 150 “Save the Date” invitations to distribute at annual banquet (see Appendix A)	Host Community
September	Community conference co-chairs: <ul style="list-style-type: none"> • Attend the Annual Conference and Awards Banquet the year before hosting your conference. • Set up a community display • Provide a spokesperson, during the awards ceremony, to extend an invitation to next year’s conference • Distribute “Save the Date” invitations to conference delegates (see Appendix A) • Participate in the passing of the host community flag with outgoing host community • Provide 50 invitations to MB CiB to distribute at Tradeshows, judges workshop & communities 	Host Community
Year of Conference and Awards		
February/March	Meeting with MB CiB and Host Community to discuss conference program planning update	MB CiB will call the meeting
Mid - March	Provide MB CiB with basic program detail, speaker’s names and topic, conference fees, hotel information that can be posted on web site and added to newsletter. (see Appendix A)	Host Community provides information MB CiB promotes
May 1	Final Conference Brochure complete. Provide PDF to MB CiB for distribution and posting on website. (See Appendix A)	Host Community provides information MB CiB promotes
Mid May	Registration begins	Host community collects registration
July	Register board members, judges and sponsor displays for conference and book rooms	MB CiB
August – (3 weeks prior to conference)	Name tags and conference kit bags provided to host community	MB CiB
	Meeting with MB CiB and Host Community to discuss conference program planning update	MB CiB will call the meeting
September	Conference time is here!	Host Community
Following conference	Provide MB CiB invoice for conference meals (board members, judges and sponsors are not charged the registration fee. Only meals are covered by MB CiB) and ½ of Silent Auction revenue.	Host Community

Introduction

Thank you for agreeing to host the *Annual Manitoba Communities in Bloom Conference and Awards Ceremony* in your community. The Annual Conference and Awards Ceremony is made possible through a partnership between *Manitoba Communities in Bloom* (MB CiB) and a Manitoba Community (i.e. Host Community). The success to any partnership is an understanding and communication of roles and expectations.

The *Host Community Partnership Agreement* provides an outline of the duties and responsibilities of Manitoba Communities in Bloom and the Host Community in the planning of this annual event.

The Annual Conference

The Host Community is responsible for the conference portion of the event (venue, meals accommodations, registration process, conference program, conference brochure).

The Annual Conference is a wonderful opportunity for the Host Community to showcase their home town. Conference delegates have the chance to experience all the Host Community has to offer through the conference venue, hotel accommodations, local expert conference presenters and often one of the highlights - a town tour.

During the conference participating communities set up displays showcasing their accomplishments and a Silent Auction is also part of the event.

The Awards Ceremony

Manitoba Communities in Bloom is responsible for the Awards Ceremony, banquet program and promotion of conference and awards.

The Awards Ceremony focuses on the *Manitoba Communities in Bloom* program honouring Manitoba communities participating at the national and provincial level. This event begins with a banquet followed by awards announcing community evaluation results. Communities are presented with bloom ratings, special mention, sponsor awards, participation certificates and National CiB eligibility.

Revenue Distribution

The Host community is encouraged to secure local sponsorships to defray hosting costs. The Host Community retains the following revenue:

- Conference registration fees
[Note that MB CiB board members, program coordinator, judges and sponsors are charged for meals only – the full registration fee is not charged]
- Banquet ticket revenue
- Display table revenue (if applicable)
- Net bar receipts (if applicable)
- Silent Auction & sponsor donation income is split 50/50 with MB CiB

Conference and Awards Responsibilities

VENUE

Host Community responsibilities:

- Book, coordinate logistics and act as point of contact for conference and the awards banquet
- Conference room and banquet area – can be same space
 - Tables and chairs (approx. 100 people)
 - Podium with portable microphone and sound system
 - Raised stage with stairs & hand rail on one side for easy access
- Set aside an area and set up tables for community and sponsor displays, and silent auction either in or very close to main conference room
 - 6ft or 8ft tables for community displays (approximately 10)
 - 6ft or 8 ft. tables within 10' x 10' space for trade show (approximately 3)
 - Electrical outlet available for a minimum of 4 of these tables
 - 6ft or 8ft tables for silent auction (approximately 7)
- Conference registration table & silent auction ticket sales
- Audio visual equipment suitable for power point presentations with portable microphone and sound/speakers
- Audio visual technician familiar with equipment - available during conference and awards
- Room on site that can be used by MB CiB for supplies
- Wi-Fi and photo copying on site

Manitoba Communities in Bloom responsibilities:

- Sponsor Displays (communication, promotion, coordination with sponsors)
- Provide and set up MB CiB display (part of community displays – require one table)
- Communication with audio visual technician regarding awards requirements

HOTEL ACCOMODATIONS

Host Community responsibilities:

- Block book approximately 25 rooms a year in advance securing a conference rate
- Provide accommodation information in pre-conference registration package

Manitoba Communities in Bloom responsibilities:

- Book rooms for board members and judges

DECORATIONS AND SIGNAGE

Host Community responsibilities:

- Provide and post conference signage (directional, registration, community display assignments on the tables, all silent auction signage)
- Decorations as seen fit by Host Community

Manitoba Communities in Bloom responsibilities:

- Provide MB CiB display for stage back drop
- Provide 2 poster size MB CiB signs & easels
- Table assignment signage for sponsor displays

MEALS/REFRESHMENTS

Host Community responsibilities:

- Provide conference meals/refreshments and awards banquet meal

CONFERENCE ADMINISTRATION

Host Community responsibilities:

- Set rate and collect registration fees both pre-registration and at the conference
- Provide the insert for the delegates name tags (i.e. delegates name, community)
- Prepare final conference agenda for conference delegates (see Appendix A)
- Provide content for delegate's kits (this is optional - it is up to the host community what if any content is provided). Kit bags are provided if interested
- Provide "staff" for registration table and silent auction

Manitoba Communities in Bloom responsibilities:

- Provide conference delegate name tags & conference kit bags
- Provide names of MB CiB delegates (board, judges, sponsor) for name tags
- Field requests for conference information and refer questions to Host Community contact
- Register MB CiB staff, board members, judges and sponsor display space
- Provide Host Community with sponsor display space requirements (i.e.# of tables, electrical)
- Prepare, distribute, collect and correlate conference evaluation

MARKETING AND PROMOTION

Host Community responsibilities:

September 1

- Prepare 150 "save the date" invitations with basic conference detail (location, date, contact)
- Attend Awards Banquet to extend invitation and distribute invitation at that time
- Provide MB CiB 50 copies of invitation for distribution at Trade Shows during the year

March 1

- Provide MB CiB with basic program detail (speakers, topic) to be used for promotion purposes

May 1

- Registration Brochure complete and ready for distribution (includes agenda, speakers topic/description/bios, registration fee, hotel information, contacts)
- Registration cost/process, hotel information, conference program
- Provide to MB CiB for distribution and inclusion on web site

Mid-August

- Prepare final Conference Agenda for conference delegates (see Appendix A)
- Due 2 weeks prior to conference for MB CiB to post on website
- Provide to conference delegates when they arrive at conference

Manitoba Communities in Bloom responsibilities

- Distribute invitation & registration brochure : e-mail, quarterly newsletter, web site, Facebook
- Mail registration brochure end of May to provincial/national former, current and potential communities, sponsors, judges

CONFERENCE PROGRAM

Host Community responsibilities:

- Arrange for conference speakers (book speaker, prepare topic description and bios for conference brochure). CiB is available to assist with suggestions.
- MB CiB has a contractual obligation with Green Manitoba to provide information on organic waste management and composting. A local speaker and a tour of facilities in this regard is ideal. MB CiB will work together with the host community for this topic.
- Provide a token community thank you gift to volunteer speakers.
- Provide a Friday night welcome reception, Saturday local tour, entertainment (if applicable)
- Provide a Master of Ceremonies for the conference:
 - Acts as the host of the conference
 - Introduces speakers (covering their bios and topic)
 - Ensures conference is on schedule by working with host community conference committee and MB CiB program coordinator and problem solve if needed
 - Present speakers with thank you gift
- Provide an event photographer (conference and awards)

Manitoba Communities in Bloom responsibilities:

- Provide suggestions for speakers if requested
- Arrange for guest speakers to bring greetings i.e. MLAs

AWARDS BANQUET

Host Community responsibilities:

- Arrange for meal, bar service and table decorations
- Provide audio visual equipment suitable for power point presentations with sound/speakers
- Provide audio visual technician familiar with equipment - available during conference/awards

Manitoba Communities in Bloom responsibilities:

- Responsible for all aspects of the awards presentation program
- Prepare and distribute awards program
- Provide event photographer and back drop for community photos

SILENT AUCTION & RAFFLES (items provided by communities and sponsors)

Host Community responsibilities:

- Arrange for selling tickets
- Table set up (signage, bags for tickets)
- Collecting and placing prizes
- Draw process and posting of winners
- Be prepared to accept and set up a process for separate draws if needed (example: Jefferies Nursery has donated a dozen plants at past conferences. This has been set up as a separate draw or fundraiser)

Manitoba Communities in Bloom responsibilities:

- Provide a Silent Auction prize from MB CiB
- Encourage sponsors and communities to provide a Silent Auction prize or raffle prize

APPENDIX A

1. **Save the Date Invitation** (Due September Awards Banquet year prior to hosting conference)
 Recommended format – postcard size on card stock

Contents to include:

- ✓ Title - Manitoba Communities in Bloom Annual Conference and Awards – hosted by the (name of community)
- ✓ Conference theme
- ✓ Date of conference & awards
- ✓ Conference facility name and address
- ✓ Contact information for host community & MB CiB

2. **Conference Registration Brochure** (Due May 1st)
 Recommended format - One 8 ½ x 11 page document double sided

Contents to include:

- ✓ Title - Manitoba Communities in Bloom Annual Conference and Awards – hosted by the (name of community)
- ✓ Conference theme
- ✓ Date of conference & awards
- ✓ Conference facility name and address
- ✓ Conference Program
 - What is planned for Friday and Saturday (timing, brief description)
 - Workshops and/or key note speaker/s – Title, description, speakers name and affiliation
 - Local Tour/s - title, description tour focus, who is leading the tour
- ✓ Registration Information
 - Delegates (name, community, address, phone, email, dietary restrictions)
 - Registration options

Full Conference (what does that include)	Cost
Friday evening only (what does that include)	Cost
Saturday only (what does that include)	Cost
Awards Banquet	Cost
Total Due:	

- Payment method: Please remit payment by cheque payable to: (*provide name*).
 Submit registration form and payment by mail to: (*provide mailing address*)

2. **Conference Registration Brochure** (Due May 1st) - continued

✓ Community Display & Silent Auction Information

We will have a community display	Yes	No
Display table requirements	Full table	½ table no table
Electrical plug in	Yes	No
We will provide an item for the Silent Auction	Yes	No

✓ Hotel/Accommodation details

- List name of hotel, contact phone number and web site; and any special booking reference for conference rate.

✓ Contact information

- Host community contact detail
- MB CiB contact Diane Banash 204.813.5279
coordinator@mbcommunitiesinbloom.ca

3. **Conference Program** (Due 2 weeks MB CiB prior to conference to post on website & available to delegates when they arrive at conference)

Recommended format - One 8 ½ x 11 page document double sided

Contents to include:

- ✓ Title - Manitoba Communities in Bloom Annual Conference and Awards – hosted by the (name of community)
- ✓ Conference theme
- ✓ Date of conference & awards
- ✓ Conference facility name and address
- ✓ Conference Program:

Friday Program

- Registration time starts/ends
- Community & sponsor display set up time starts
- Silent auction time starts
- Agenda – timing for formal program (example of format)
 - Greetings (honoured guest from host community, MC)
 - Key note speaker (name, affiliation, topic)
 - Presentation or workshop (name of workshop, speaker, affiliation, topic)
- Evening program & timing (example of past programs)
 - Entertainment (name of entertainment, description)
 - Wine and cheese (describe what delegates can expect)
 - Local Crafters Market

4. **Conference Program** (Due 2 weeks MB CiB prior to conference to post on website & available to delegates when they arrive at conference)

Saturday Program

- Registration time starts/ends
- Breakfast time starts/ends
- Community & sponsor display time starts and time for take down
- Silent auctions time starts and time for announcing winners
- Agenda – timing for formal program (example of format)

Morning:

- 8:30 am - Greetings (honoured guests, MC)
- 8:45 a.m. – 10:00 a.m. – Presentations/workshops (title, speaker's name, their affiliation, short description of topic) approximately 30 – 45 min in length
- 10:00 – 10:30 a.m. - Refreshment break, visit displays
- 10:30 – 12 noon – Presentations/workshops (title, speaker's name, their affiliation, short description of topic) approximately 30 – 45 min in length

- 12 noon – 1:00 LUNCH visit displays (after lunch displays are taken down – last call for Silent Auction)

Afternoon:

- 1:00 – 2:30 p.m. – Presentations/workshops (title, speaker's name & affiliation, short description of topic) approximately 30 – 45 min in length
- 2:30 – 3:00 p.m. – Conference wrap up and Silent Auction Draws
- 3:00 p.m. – 4:00 p.m. – Tour of local host community

Manitoba Communities in Bloom Awards Banquet

- 5:00 p.m. – 6:00 p.m. – cocktails & local entertainment (if applicable)
- 6:00 p.m. – 9:00 p.m. – Dinner & Manitoba Communities in Bloom Awards
- 9:00 p.m. - entertainment (if applicable)

HOST COMMUNITY INFORMATION

Please submit the following information to Manitoba Communities in Bloom:

coordinator@mbcommunitiesinbloom.ca

or Box 185 East Selkirk, MB R0E 0M0

Community Name			
Mailing Address		Postal Code	
Contact #1 Name		E-mail	
Home Phone		Cell	
Mailing Address			
Contact #2 Name		E-mail	
Home Phone		Cell	
Mailing Address			
Venue Site			
Name of facility			
Location Address			
Phone			
Conference and Awards Date & Year			

I have read the Host Community Partnership Agreement and submit the above Annual Conference and Award information.

Host Community Contact Signature

Date