



EVENT PLAN - DETAILS

PROJECT NAME

Park Master Plan Support – Community Picnic - #66-PEI / *Soutien au Plan directeur des parcs – Repas-partage communautaire - #66-PEI*

REQUEST DATE	EVENT DATE	COMMITTEE NAME
January 4, 2025 <i>4 janvier 2025</i>	TBD <i>À déterminer</i>	Community Event Facilitation and Volunteer Mobilization Committee <i>Comité de facilitation des événements communautaires et de mobilisation des bénévoles</i>

PROJECT DESCRIPTION

Provide a brief description of your proposed project.

For your request to be considered, the following items must be included:

- 1) Plan project details (page 1)
- 2) Budget (Page 2)
- 3) Resources (Page 3)
- 4) Activities list (Page 4)

Additional information may be required for the assessment of your project.

This indoor gathering will provide an opportunity for residents to connect, strengthen relationships, and build a sense of belonging. Everyone is encouraged to bring their own food and enjoy a shared meal in a welcoming and relaxed setting. Organized by the Community Engagement Committee in partnership with the municipality, the picnic will foster community spirit, encourage new friendships, and celebrate the diverse backgrounds that make Casselman unique, including its rich Franco-Ontarian heritage. *Cette rencontre intérieure offrira aux résidents l'occasion de se réunir, de renforcer les liens et de favoriser un sentiment d'appartenance. Chacun est invité à apporter son propre repas et à partager un moment convivial dans un cadre chaleureux et accueillant. Organisé par le Comité d'engagement communautaire en partenariat avec la municipalité, ce pique-nique encouragera l'esprit communautaire, favorisera de nouvelles amitiés et célébrera la diversité qui fait la richesse de Casselman, y compris son patrimoine franco-ontarien.*

CONTACT INFORMATION

NAME	EMAIL	PHONE NUMBER	ORGANIZATION
Genevieve Lajoie	glajoie@casselman.ca	613-793-1017	Municipality

NOTES

APPROVAL

The administration and the Council of the Municipality of Casselman reserve the right to refuse all or part of your event plan. Details will be communicated to you if modifications are necessary. The formal approval of your request will be communicated officially.



EVENT PLAN - BUDGET

PROJECT NAME

Park Master Plan Support – Community Picnic - #66-PEI / Soutien au Plan
directeur des parcs – Repas-partage communautaire - #66-PEI

REVENUE SOURCE

DATE:	DESCRIPTION:	AMOUNT:
TOTAL:		\$0

ANTICIPATED EXPENSES

DATE:	DESCRIPTION:	AMOUNT:
TOTAL:		

REVENUES TOTAL:	
EXPENSES TOTALS:	
FUNDS REQUEST:	\$0

NOTES



EVENT PLAN - RESOURCES

PROJECT NAME

Park Master Plan Support – Community -Picnic #66-PEI / [Soutien au Plan directeur des parcs – Repas-partage communautaire - #66-PEI](#)

LOCATION

Provide a detail map of the location of your event and details below. Indicate also if your activity requires temporary road closure (Example: Google Map, À la carte, etc).

N/A
[S/O](#)

LOGISTICS

Provide details regarding the logistic (duration of the event, number of participants, time and date of the event, etc).

September 22, 2025. 1:00pm-5:00pm.
[22 septembre 2025. De 13 h à 17 h.](#)

MEDIAS - COMMUNICATIONS - ADVERTISEMENT

Provide details regarding communication and advertising of your event. If you have invited media, indicate which ones and if they have confirmed attendance.

Local media will be invited. Will need Municipal communication outlets to promote.
[Les médias locaux seront invités. Les outils de communication municipaux seront nécessaires pour la promotion.](#)

MUNICIPALES RESOURCES

Indicate what is the anticipated support that you wish to obtain from the municipality.

Municipal Room/Hall:	Date:	Time:	Notes:
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Deguire Hall. September 22, 2025. 1:00pm-5:00pm. Salle Deguire. 22 septembre 2025. De 13 h à 17 h.			
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Communication services

Specify the publication period and please attach the message to be published to this request

TBD

[À déterminer](#)

Municipal Labour/Equipment	Date:	Time:	Notes:
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Hall set-up and take down. Microphone, podium, projector, sound system. Installation et démontage de la salle. Microphone, podium, projecteur, système de sonorisation.			
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OTHER CONSIDERATIONS

Other elements should be considered depending on the specifics of your event (such as a drinking permit, lottery permit, insurance, donation form for the hall, etc.). Details and forms can be accessed on the municipality's website (under Services / Forms, Permits, and Licences). If you wish to provide additional details in this regard, please indicate below.

NOTES

Insurance
[Assurance](#)



EVENT PLAN - ACTIVITIES

PROJET NAME

Park Master Plan Support – Community Picnic- #66-PEI / [Soutien au Plan directeur des parcs – Repas-partage communautaire - #66-PEI](#)

ACTIVITIES

Item	Description of Activities for the realization of the project		Starting Date	End Date
1		Contact local organizations to see if they want to lead event.	February/Février	February/Février
2		Co-plan event details.	February/Février	June/Juin
3		Advertise	July/juillet	September/septembre
4				
5				
6				
7				
8				