



ORDRE DU JOUR
Comité de Mobilisation Communautaire
Comité de Mobilisation Communautaire

No. du point à l'ordre du jour: 5.4.
No. du point 2025-4
Titre: Objectifs et plans d'action potentiels pour 2025
Date: le lundi 13 janvier 2025

Proposé par: Nicolas Sigounis
Appuyé par: Erin Foran

Qu'il soit résolu que le projet Shoebox tel que présenté soit apporté à la réunion du Conseil municipal le 4 février 2025 pour considération.

Adoptée



MUNICIPALITÉ DE
CASSELMAN
MUNICIPALITY

AGENDA
Community Engagement Committee
Community Engagement Committee

Agenda Number: 5.4.
Resolution Number 2025-4
Title: 2025 Objectives and potential event plans
Date: Monday, January 13, 2025

Moved by: Nicolas Sigounis
Seconded by: Erin Foran

Be it resolved that the Shoebox Project as presented be brought to Council meeting on February 4th, 2025 for consideration.

Carried



EVENT PLAN - DETAILS

PROJECT NAME

Shoebox Project 2nd Annual Vendor Show / Deuxième salon annuel des vendeurs – Projet Shoebox

REQUEST DATE	EVENT DATE	COMMITTEE NAME
January 6, 2025 5 janvier 2025	February 8, 2025 8 février 2025	Community Event Facilitation and Volunteer Mobilization Committee Comité de facilitation des événements communautaires et de mobilisation des bénévoles

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.

Host a vendor show to raise funds for the Showbox project. Funds will be raised through the table rental fees, silent auctions and 50/50s. All funds will be put toward creating shoeboxes of essential items to distribute to women in shelters.

Organiser un salon des vendeurs pour collecter des fonds pour le Projet Shoebox. Les fonds seront recueillis grâce aux frais de location des tables, aux enchères silencieuses et aux tirages moitié-moitié. Tous les fonds seront utilisés pour créer des boîtes contenant des articles essentiels à distribuer aux femmes dans des refuges.

CONTACT INFORMATION

NAME	EMAIL	PHONE NUMBER	ORGANIZATION
Melanie Masse	gpr@shoeboxproject.om	613-793-5163	Shoebox Project

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

Shoebox Project 2nd Annual Vendor Show / Deuxième salon annuel
des vendeurs – Projet Shoebox

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

Shoebox Project 2nd Annual Vendor Show / Deuxième salon annuel des vendeurs – Projet Shoebox

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).

April 5, 2025. 9:00am-3:00pm. Approx. 50 vendors.
5 avril 2025. 9h00-15h00. Environ 50 vendeurs.

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:

Deguire Hall. April 5, 2025. 9:00am-3:00pm.
Salle Deguire. 5 avril 2025. De 9h00-15h00.

Communication services

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

Mid-february.
Mi-février.

Municipal Labour/Equipment

Date:

Time:

Notes:

Hall set-up and take down.
Installation et démontage de la salle.

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. Lottery licence.
Assurance. Licence de loterie.



EVENT PLAN - ACTIVITIES

PROJET NAME

Shoebox Project 2nd Annual Vendor Show / Deuxième salon
annuel des vendeurs – Projet Shoebox

ACTIVITIES

Item	Description of Activities for the realization of the project	Starting Date	End Date
1	Vendors will be registered Les vendeurs seront inscrits.	January/janvier	March/mars
2			
3			
4			
5			
6			
7			
8			