

February 3, 2016

TO: City Council Member Gerri Harbison, Chair
Government Affairs Committee of City Council

FROM: Wayne S. Davis, City Manager *WSD*

SUBJECT: Government Affairs Committee Meeting of Friday, February 5, 2016

As a reminder, the Government Affairs Committee is scheduled to meet on Friday, February 5 at 8:00 a.m. at City Hall. Items to be discussed include:

- a. Update on Flagpole Use Policy: Policy Number VII-11—Recently, Sycamore Community Schools inquired about displaying the Sycamore Community School flags in downtown Montgomery. This prompted a review of the Flagpole Use Policy VII-11. Staff worked with Terry Donnellon in reviewing the policy and have recommended changes to ensure the City remains in control of what flags will be displayed and when they will be displayed. Attached is a revised policy based on these reviews.
- b. Public Works Seasonal Employee Request— Please find attached correspondence from Brian Riblet, Public Works Director, and Julie Machon, Recreation Coordinator, with a request to hire a temporary seasonal worker for the summer 2016 recreation and special event season. This request of \$4,000 - \$6,000 for this program budget was not included in the City's original budget, but is needed to provide assistance to Julie with Sarah Fink off during the summer on maternity leave. If approved, these costs will be managed through savings in other line items and/or may require an appropriation adjustment later in the year.
- c. City Notecards – At the October 12, 2015 meeting of the Government Affairs Committee, it was requested by the Committee that staff restock its notecards for City Council and staff communications. In doing so, staff contacted the photographer, Miles Wolf, whose photos are used on these cards to obtain permission to reuse the photos. The City has reached an agreement for the use of several photos for the City's notecards and wants to review the photo options with the Committee before finalizing its commitment with Mr. Wolf.
- d. Update on Recreation Event Sponsor Packet— Staff will be present to discuss with the Committee a Recreation Event Sponsorship Packet created by staff to actively seek financial support for recreation events through sponsorships.
- e. Other Business—The purpose of this agenda item is to provide an opportunity to discuss any issue or ask questions that may be on your mind.

Also, attached are the minutes from the January 11, 2016 meeting of the Government Affairs Committee for review and approval at Monday's meeting.

Should you have questions or concerns pertaining to these topics, or have additional items to be discussed at Monday's meeting, please do not hesitate to contact me.

C: Government Affairs Committee Members (2)
Mayor and City Council Members (4)
Connie Gaylor, Administrative Coordinator
Department Heads
File



Agenda

**February 5, 2016
Montgomery City Hall
10101 Montgomery Road**

8:00 A.M.

- 1. Call To Order**
- 2. New Business**
 - a. Update on Flagpole Use Policy: Policy Number VII-11
 - b. Public Works Seasonal Employee Request
 - c. City Notecards
 - d. Update on Recreation Event Sponsor Packet
- 3. Old Business**
- 4. Other Business**
- 5. Approval of Minutes– January 11, 2016**
- 6. Adjournment**



Policy No: VII-11

Effective Date: January 2002

Revision Date: February 2016

Policy Number VII-11: Flagpole Use Policy

Purpose:

To establish a policy for the use of the City's flagpoles by the City. This memorandum, which is prepared under the direction of the City Council, shall remain on file with the City Manager and Clerk of Council, with a copy also filed with the Government Affairs Committee of Council.

Policy:

At this time there are three (3) flagpoles fronting City Hall. There are additional flagpoles under the City's control located at the Safety Center, Service Department, Pioneer Cemetery and at other City-owned properties. The flagpoles located off the City Hall site shall only be used to display the flag of the United States of America with the exception of the Safety Center. At the Safety Center, a flag appropriate to public safety services or a mourning flag honoring the death of a public safety official may be flown below the United States of America flag for a maximum of 30 days if the United States flag has not already been directed to fly at half-staff.

At City Hall one flagpole shall be used exclusively to display the flag of the United States of America, and a second flagpole shall be used exclusively to display the flag of the State of Ohio. The third flagpole shall be used to display the City's flags, including the City's official flags, any award flags presented to the City such as Tree City USA, the flag of Montgomery's Sister City, Neuilly-Plaisance, France, or at the discretion of the City Manager, such flag pole may be used to commemorate or celebrate community organizations or events.

Additionally, there are banner poles located on street lights along Montgomery Road and Cooper Road in the Heritage District. These poles are reserved for use by the City during City events or for the City to commemorate or celebrate a community organization or event at the discretion of the City Manager. To commemorate is to honor a past event or person, to celebrate would be to honor a present event.

Displaying the flag of the United States of America at half-staff is at the direction of the City Manager and general follows the direction of the President of the United States and/or the Governor of the State of Ohio.

February 3, 2016

To: Wayne Davis, City Manager
From: Julie Machon, Recreation Coordinator
Brian Riblet, Public Works Director
Subject: Recreation Assistance Request



Background:

Recreation Specialist Sarah Fink will be requesting FMLA maternity leave this summer and her current due date is July 14, 2016.

To ensure job responsibilities will be managed during the period that Sarah is out on leave, the following proposal for work coverage is being submitted; hire a temporary seasonal worker for approximately nine to 12 weeks, targeting June 13 through August 12, to work directly with Recreation Coordinator Julie Machon.

Some of the responsibilities of the seasonal service worker would include, but not limited to, planning and implementing Summer Camps, LafnLunch, Tuesday Kids fun activity, July 3 and 4 events, Bastille Day, Pool Luau and Dive in Movies and Touch a Truck (See attached calendar for activity dates). During our activities, two people are needed to ensure the proper running of the event or program. For example, during July 4, a person is needed to lead the kids on bike unit and at the same time a person is needed to manage and oversee the July 4 Festival set up. As an additional example, during Bastille Day, a person is needed to manage the kid's area and the other is needed for the rest of the event locations such as stages and food vendors. Additionally, we have summer camp check in at the same time as the first day of swim lesson check in and registration. These are just a few examples to justify the need to request help during the time Sarah is anticipated to be on FMLA maternity leave.

Having two recreation staff members will ensure we do not have any disruption to our current services and help our events to be successful.

Financial Impact:

Obviously this issue was unforeseen and therefore not included in the 2016 Budget. It is anticipated to cost approximately \$4,000 to \$6,000 to fulfill the request of a temporary seasonal worker. One potential funding source would be the Recreational overtime budget 101.301.5206 as we have budgeted \$8,585 in overtime costs for 2016 and would be saving overtime costs during Sarah's FMLA maternity leave. Actual overtime costs in 2015 totaled \$2,519.

Recommendation:

Staff believes hiring a temporary seasonal service worker to assist with recreation activities and events will help maintain the level of service to our community and staff respectfully submits this request for consideration and approval.

Should you have questions or need additional information please contact either of us.

June 2016

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----|---|---|--|-----|---|-------------------------------------|-----|
| | <ul style="list-style-type: none"> • Parade • July 3rd Concert • July 4th Festival | <ul style="list-style-type: none"> • Swim Lessons • Swim Team • Water Polo | | 1 | 2 | 3 | 4 |
| 5 | 6 | Summer Camp check in | 7 | 8 | 9 | 10 | 11 |
| | | | Fun Tuesdays 3 p.m. | | Big Rig Gig 11a.m.-1p.m. PARC 6:30 p.m. | | |
| 12 | 13 | Summer Camp check in | 14 | 15 | 16 | 17 | 18 |
| | | | Fun Tuesdays 3 p.m. | | | Luau and Dive in Movie 6-11 p.m. | |
| 19 | 20 | Summer Camp check in | 21 | 22 | 23 | 24 | 25 |
| | | | Fun Tuesdays 3 p.m. Sister Cities 6:30 p.m. | | | | |
| 26 | 27 | Summer Camp check in | 28 | 29 | 30 | | |
| | | | Fun Tuesdays 3 p.m. | | | | |

July 2016

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----|---|-----|-----|-----|-----|-----|--------------|
| | <ul style="list-style-type: none"> • Swim Lessons • Swim Team • Water Polo | | | | | 1 | 2 |
| 3 | July 3rd Concert BAMSO | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | Bastille Day |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| 31 | | | | | | | |

August 2016

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|---|-------------------------------|-------------------------------------|---------------------------------|--|-----|
| | 1 Summer Camp check in Arts 5 p.m. | 2 Rootbeer Float Day | 3 | 4 Touch-A-Truck 9-11 a.m. | 5 Luau and Dive in Movie 6-11 p.m. | 6 |
| 7 | 8 | 9 | 10 | 11 PARC 6:30 p.m. | 12 | 13 |
| 14 | 15 | 16 | 17 Sycamore Schools First Day | 18 | 19 | 20 |
| 21 | 22 | 23 Sister Cities 6:30 p.m. | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

September 2016

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|-----|-----|---------------------|-----|----------------------------|
| | | | | 1 | 2 | 3 |
| 4 | 5 Labor Day - Dogfest Last Day of Pool Operations | 6 | 7 | 8 PARC 6:30 p.m. | 9 | 10 |
| 11 | 12 Arts 5 p.m. | 13 | 14 | 15 | 16 | 17 Car Show 4-7 p.m. |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

February 5, 2016

To: Wayne Davis, City Manager
From: Julie Machon, Recreation Coordinator
Subject: Recreation Event Sponsorship Packet

Background:

In 2015, event sponsorship exceeded the budgeted goal by \$6,272 and one of the new sponsors asked, "What else can I sponsor?" So, recreation staff created a comprehensive sponsorship packet designed to be used to present to local businesses to describe sponsorship options with the goal to secure/partner with businesses to support the events in Montgomery. This professionally created sponsorship packet describes reasons why it is a smart business decision for businesses to sponsor recreation events and activities with varying sponsorship amounts. The benefits of each level of sponsorship for each event is modeled after the long standing Blue Ash Montgomery Symphony Orchestra (BAMSO) sponsorship packet.

Currently, recreation staff uses a sponsor form and information sheet for each event. Sponsored events in 2015 included: July 3 BAMSO Concert, Bastille Day, DogFest, Car Show, Harvest Moon and Holiday in the Village. In addition, staff proposes to offer event sponsorships for the events that have not received sponsorship to date and these events include: Pool Luau and Dive in Movies, July 4 Festival, Laf-n-Lunch, Touch a Truck and Breakfast with Santa.

As you are already aware, the benefits of seeking sponsorship includes obtaining and maintaining a partnership with the local business, a potential increase in revenue to enhance events and it is an introduction of our event to the sponsor's target market.

Recreation staff will ensure that sponsorship requests are spaced out appropriately so no overlap occurs with sponsorship of City and Arts Commission events. Recreation staff will maintain a chart to record all requests and document sponsorships.

Recommendation:

Staff believes this new sponsorship packet will help enhance the Recreation Special Event budget with having one comprehensive packet and respectfully submits it to the Government Affairs Committee of Council for consideration and approval.

Event Sponsorship Opportunities



For more information, please contact Julie Machon, Recreation Coordinator
Phone: 513.792.8316 E-mail: jmachon@ci.montgomery.oh.us

Description

- Free snocones, live steel drum band, performer, games and prizes and a movie on the grassy area at dusk

Timeframe

- Two Luau's are held on Friday, June 17 and Friday, August 5 from 6 to 11 p.m.

Target Market

- Young families, and children ages 2—13 from Montgomery

Exposure

- 350 attend each Luau Party
- Luau Parties are advertised in our Montgomery Bulletin which is published monthly and is mailed to 5,000 households and businesses in Montgomery.
- An email is sent to all pool members which reaches over 500 pool members.
- A flyer that is posted at the pool for all guests to see.

Benefits

- Provides partnership opportunities for community involvement and visibility.

Sponsorship Opportunities Per Luau

Gold \$750

- Your logo in the Montgomery Bulletin
- Your logo on the event flyer
- Recognized sponsor in promotional media, flyer, e-mail announcements and event signage

Silver \$500

- Your name in the Montgomery Bulletin
- Your logo on the event flyer
- Recognized sponsor in promotional media, flyer, e-mail announcements and event signage

Bronze \$250

- Your logo on the event flyer
- Recognized sponsor in promotional media, flyer, e-mail announcements and event signage



For more information, please contact Julie Machon, Recreation Coordinator

513.792.8316 jmachon@ci.montgomery.oh.us

City of Montgomery Recreation, 10101 Montgomery Road, Montgomery, OH 45242

★ Blue Ash Montgomery Symphony Orchestra Independence Day Concert

Description

- In it's 14th year, this hometown, Americana symphony concert has become a tradition for many area families as they celebrate the eve of our nation's birthday.
- The City of Montgomery works with local businesses and area civic organizations to be able to provide this exceptional cultural experience to keep it free and open to all.



Timeframe

- This annual concert is held on July 3 at 7:30 p.m. on the hillside of Montgomery Park.

Target Market

- Adults and seniors from Montgomery, Blue Ash and the surrounding communities.



Exposure

- 2,500+ in attendance at the concert
- The concert is advertised in our Montgomery Bulletin which is published monthly and is mailed to 5,000 households and businesses in Montgomery.
- An ad is placed in the Concert Program
- Signage at the event

Benefits

- Provides partnership opportunities for community involvement and visibility.

Continued on next page →

For more information, please contact Julie Machon, Recreation Coordinator
513.792.8316 jmachon@ci.montgomery.oh.us
City of Montgomery Recreation, 10101 Montgomery Road, Montgomery, OH 45242

Blue Ash Montgomery Symphony Orchestra Independence Day Concert

Sponsorship Opportunities



Presenting sponsor, \$5000.

- Your logo included as presenting sponsor in the June (due May 5) and July (due June 5) Bulletin which is mailed to all households and businesses in Montgomery
- Your logo included as presenting sponsor on event flyer
- Your logo as presenting sponsor in the City's ad in the Concert Program
- Verbal recognition at the concert
- Your name on two yard signs in a prime spot near the stage and one yard sign at the event entrance
- Your logo posted on the City of Montgomery website (event page)
- Your logo posted in the City of Montgomery social media (logo included twice)



Red, \$2000.

- Your logo in the June (due May 5) and July (due June 5) Bulletin
- Your logo on event flyer
- Your logo in the City's ad in the Concert Program
- Verbal recognition at the concert
- Your name on one yard sign in a prime spot near the stage and one yard sign at the event entrance
- Your logo posted on the City of Montgomery website (event page)
- Your logo posted in the City of Montgomery social media (logo included once)



White, \$1000.

Name printed in the June (due May 5) and July (due June 5) Bulletin

Your name on event flyer

Your name in the City's ad in the Concert Program

Your name on one yard sign at the event entrance



Blue, \$500.

Name printed in the July (due June 5) Bulletin

Your name on event flyer

Your name in the City's ad in the Concert Program

Your name on one yard sign at the event entrance



Description

- Hometown Americana at its best with Live music, carnival games and prizes, pony rides, food vendors and an All Star Game.

Timeframe

- July 4 from 11 to 2 p.m. in Montgomery Park

Target Market

- Families of all ages from Montgomery.

Exposure

- 1,000 in attendance at the Festival.
- The Festival is advertised in our Montgomery Bulletin which is published monthly and is mailed to 5,000 households and businesses in Montgomery.
- Signage at the event.

Benefits

- Provides partnership opportunities for community involvement and visibility.



Sponsorship Opportunities

▶▶▶ Gold \$750

- Your logo in the Montgomery Bulletin
- Your logo on the event flyer
- Recognized sponsor in promotional media, flyer, e-mail announcements and event signage

▶▶ Silver \$500

- Your name in the Montgomery Bulletin
- Your logo on the event flyer
- Recognized sponsor in promotional media, flyer, e-mail announcements and event signage

▶▶ Bronze \$250

- Your logo on the event flyer
- Recognized sponsor in promotional media, flyer, e-mail announcements and event signage



For more information, please contact Julie Machon, Recreation Coordinator
 513.792.8316 jmachon@ci.montgomery.oh.us
 City of Montgomery Recreation, 10101 Montgomery Road, Montgomery, OH 45242



Description

- The City's largest event to celebrate our relationship with our Sister City, Neuilly-Plaisance, France.
- A street festival with two stages of live music and entertainment, many food vendors, and a kid's area with carnival games and pony rides.

Timeframe

- July 16 from noon to 11 p.m. in downtown, Historic Montgomery.

Target Market

- Families of all ages from Montgomery.

Exposure

- Thousands in attendance at the event.
- The event is advertised in our Montgomery Bulletin which is published monthly and is mailed to 5,000 households and businesses in Montgomery.
- Signage at the event.

Benefits

- Provides partnership opportunities for community involvement and visibility.

Sponsorship Opportunities

Gold \$750

- Your logo in the Montgomery Bulletin
- Your logo on the event flyer
- Recognized sponsor in promotional media, flyer, e-mail announcements and event signage

Silver \$500

- Your name in the Montgomery Bulletin
- Your logo on the event flyer
- Recognized sponsor in promotional media, flyer, e-mail announcements and event signage

Bronze \$250

- Your logo on the event flyer
- Recognized sponsor in promotional media, flyer, e-mail announcements and event signage



For more information, please contact Julie Machon, Recreation Coordinator
513.792.8316 jmachon@ci.montgomery.oh.us

City of Montgomery Recreation, 10101 Montgomery Road, Montgomery, OH 45242

Description

- A fun, engaging entertaining activity while families picnic in the park!
- A juggling show and magic show are typically the entertainers.

Timeframe

- Wednesdays in July from noon to 12:45 p.m. in Large Picnic Shelter at Swaim Park.

Target Market

- Young families from Montgomery.

Exposure

- 75 to 100 in attendance at each activity.
- The event is advertised in our Montgomery Bulletin which is published monthly and is mailed to 5,000 households and businesses in Montgomery.
- Signage at the event.

Benefits

- Provides partnership opportunities for community involvement and visibility.



Sponsorship Opportunities

- Gold \$500**
 - Your logo in the Montgomery Bulletin
 - Your logo on the event flyer
 - Recognized sponsor in promotional media, flyer, e-mail announcements and event signage
- Silver \$250**
 - Your name in the Montgomery Bulletin
 - Your logo on the event flyer
 - Recognized sponsor in promotional media, flyer, e-mail announcements and event signage
- Bronze \$100**
 - Your logo on the event flyer
 - Recognized sponsor in promotional media, flyer, e-mail announcements and event signage



Description

- Kids can get up close to the real “rigs” and talk to the experts who operate them.
- About 10 vehicles are at the event and typically includes a backhoe, police car, ambulance and firetruck.

Timeframe

- The first Thursday in August from 9:00—11 a.m. near the Large Picnic Shelter at Weller Park.

Target Market

- Young families from Montgomery.

Exposure

- 300-450 in attendance at the event.
- The event is advertised in our Montgomery Bulletin which is published monthly and is mailed to 5,000 households and businesses in Montgomery.
- Signage at the event.

Benefits

- Provides partnership opportunities for community involvement and visibility.



Sponsorship Opportunities

➤ Gold \$500

- Your logo in the Montgomery Bulletin
- Your logo on the event flyer
- Recognized sponsor in promotional media, flyer, e-mail announcements and event signage

➤ Silver \$250

- Your name in the Montgomery Bulletin
- Your logo on the event flyer
- Recognized sponsor in promotional media, flyer, e-mail announcements and event signage

➤ Bronze \$100

- Your logo on the event flyer
- Recognized sponsor in promotional

For more information, please contact Julie Machon, Recreation Coordinator
 513.792.8316 jmachon@ci.montgomery.oh.us
 City of Montgomery Recreation, 10101 Montgomery Road, Montgomery, OH 45242

Description

- Dogs can take a dip in the pool on the last day of the pool season!
- There are vendors and fun activities on the big stage and in the pool!

Timeframe

- Labor Day from 5—8 p.m. at the Montgomery Community Pool.

Target Market



- Canines and their families from Montgomery and the surrounding community.
- All ages attend this event.

Exposure

- 300-450 in attendance at the event.
- The event is advertised in our Montgomery Bulletin which is published monthly and is mailed to 5,000 households and businesses in Montgomery.
- Signage at the event.

Benefits



- Provides partnership opportunities for community involvement and visibility.

Sponsorship Opportunity

Dog Show Sponsor \$250

- Your name in the Montgomery Bulletin
- Your logo on the event flyer
- Recognized sponsor in promotional media, flyer, e-mail announcements and event signage
- Booth at event



For more information, please contact Julie Machon, Recreation Coordinator
513.792.8316 jmachon@ci.montgomery.oh.us
City of Montgomery Recreation, 10101 Montgomery Road, Montgomery, OH 45242

Car Show

Description

- 80 to 100 car enthusiasts enter their cars in this show. Cars are judged and trophies are awarded to the Top 10, Best of Show, People's Choice and Participants Choice.
- This show is unique because of the evening time party atmosphere with a live band, beer and typically Montgomery Inn BBQ sandwiches which is served up by the Montgomery Police Department. Proceeds go to the Holiday Family Fund.

Timeframe

- The third Saturday in September from 4 to 7 p.m. at the Montgomery Square Plaza on Montgomery Road.
- The 11th Annual Car Show will occur in 2016.

Target Market

- Car enthusiasts from Montgomery and the surrounding community.

Exposure

- 400-500 in attendance at the event.
- The event is advertised in our Montgomery Bulletin which is published monthly and is mailed to 5,000 households and businesses in Montgomery.
- Signage at the event.

Sponsorship Opportunity

Car Show Sponsor \$400

- Your logo in the Montgomery Bulletin
- Your logo on the event flyer
- Recognized sponsor in promotional media, flyer, e-mail announcements and event signage
- Publicly announced at the event during the awards presentation
- 2 cars on display near the entrance of the car



For more information, please contact Julie Machon, Recreation Coordinator
513.792.8316 jmachon@ci.montgomery.oh.us
City of Montgomery Recreation, 10101 Montgomery Road, Montgomery, OH 45242

Harvest Moon Fall Festival

Description

- The City's second largest event with hayrides, pony rides, craft tent, s'more roasting around the firepit, juggling shows, concessions and the fire department smoke house.

Timeframe

- The second Saturday in October from 5 to 8 p.m. at Swaim Park in Montgomery.

Target Market

- Young families from Montgomery and the surrounding community.

Exposure

- 1,500+ in attendance at the event.
- The event is advertised in our Montgomery Bulletin which is published monthly and is mailed to 5,000 households and businesses in Montgomery.
- Signage at the event.

Benefits

- Provides partnership opportunities for community involvement and visibility.



Sponsorship Opportunities

Harvest Moon Event Sponsor \$300

- Your logo in the Montgomery Bulletin
- Your logo on the event flyer
- Recognized sponsor in promotional media, flyer, e-mail announcements and event signage
- Flyers may be placed at the concession area.

Craft Tent Sponsor \$300

- Your logo in the Montgomery Bulletin
- Your logo on the event flyer
- Recognized sponsor in promotional media, flyer, e-mail announcements and event signage
- Ability to provide 2 volunteers at the event assisting with the craft. Wearing t-shirts with your name/logo is welcomed.
- Flyers may be placed at the craft tent.

For more information, please contact Julie Machon, Recreation Coordinator
513.792.8316 jmachon@ci.montgomery.oh.us
City of Montgomery Recreation, 10101 Montgomery Road, Montgomery, OH 45242

Winter Coloring Contest

Description

Kids go wild with markers, crayons, glitter, sequins or whatever their imagination can think of with our coloring contest! Kids can use any available materials that can be joined with paper.

Timeframe

- Coloring Contest entries may be turned in during 2+ weeks in November.
- Winners are announced at the City's Tree Lighting Ceremony on the first Saturday in December from 5 p.m. in Montgomery.

Target Market

- Young families from Montgomery.
- Ages 2 through 14 can enter the contest.

Exposure

- 100 to 200 kids enter the contest.
- 400+ in attendance at the event.
- The event is advertised in our Montgomery Bulletin which is published monthly and is mailed to 5,000 households and businesses in Montgomery.
- Signage at the event.

Benefits

- Provides partnership opportunities for community involvement and visibility.

Sponsorship Opportunity

- Coloring Contest Sponsor \$300



- Your logo in the Montgomery Bulletin
- Your logo on the coloring sheet
- Recognized sponsor in promotional media, flyer, e-mail announcements and event signage
- Flyers may be placed at the Holiday in the Village event
- Recognized during the tree lighting ceremony



15 Winners are announced, 3 per age group.



Winners ride with Santa.



Grand Prize Winner lights the Tree.

For more information, please contact Julie Machon, Recreation Coordinator
513.792.8316 jmachon@ci.montgomery.oh.us
City of Montgomery Recreation, 10101 Montgomery Road, Montgomery, OH 45242

Description

Kids can visit Santa and create a craft with Mrs. Claus. Families enjoy free horse drawn wagon rides.

Timeframe

- The first Saturday in December from 5—7:30 p.m. at Universalist Church in Montgomery.

Target Market

- Young families from Montgomery.

Exposure

- 400+ in attendance at the event.
- The event is advertised in our Montgomery Bulletin which is published monthly and is mailed to 5,000 households and businesses in Montgomery.
- Signage at the event.

Benefits

- Provides partnership opportunities for community involvement and visibility.



Sponsorship Opportunity

❖ Holiday in the Village Event Sponsor \$300

- Your logo in the Montgomery Bulletin
- Recognized sponsor in promotional media, flyer, e-mail announcements and event signage
- Flyers may be placed at the Holiday in the Village event
- Recognized during the tree lighting ceremony

❖ Mrs. Claus Craft Sponsor \$300

- Your logo in the Montgomery Bulletin
- Recognized sponsor in promotional media, flyer, e-mail announcements and event signage
- Flyers may be placed at the Holiday in the Village event at the craft table
- 2 volunteers may participate in the craft activity and may wear shirts with logo on them.



Description

- Kids can visit Santa and enjoy breakfast with their family.
- All proceeds benefit the Holiday Family Fund to support local families in need.

Timeframe

The second Saturday in December from 8:30—10:30 a.m. at Terwilliger Lodge in Dulle Park in Montgomery.

Target Market

Young families from Montgomery.

Exposure

- 225 in attendance at the event.
- The event is advertised in our Montgomery Bulletin which is published monthly and is mailed to 5,000 households and businesses in Montgomery.
- Signage at the event.

Benefits



Provides partnership opportunities for community involvement and visibility.

Sponsorship Opportunity

- Breakfast with Santa Event Sponsor \$300

- Your logo in the Montgomery Bulletin
- Recognized sponsor in promotional media, flyer, e-mail announcements and event signage
- Flyers may be placed at the Breakfast with Santa event



For more information, please contact Julie Machon, Recreation Coordinator
513.792.8316 jmachon@ci.montgomery.oh.us
City of Montgomery Recreation, 10101 Montgomery Road, Montgomery, OH 45242

**Recreation Event
Sponsorship Request Form - 2016**



Thank you for your interest in partnering with us for our great community!

Name of Event(s) you are interested in sponsoring: _____

Recreation Staff will contact you to follow up and discuss your interest.

Business Name (as you would want it to appear on promotions):

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

E-mail _____

Signature _____ Date _____

Please return this form to:

City of Montgomery,
10101 Montgomery Rd,
Montgomery, Ohio 45242
Attention: Julie Machon

If you have any questions
regarding sponsorship
opportunities, please contact
Julie Machon,
Recreation Coordinator at
513-792-8316 or at
jmachon@ci.montgomery.oh.us

If partnership confirmed:

Would you like to receive an invoice? Yes No

Mail this form and your check to: City of Montgomery, 10101 Montgomery Rd, Montgomery, Ohio 45242.
Please make Checks Payable to: City of Montgomery.

Print Deadline: For information such as name and/or logo to be included in the **Montgomery Bulletin**, information must be received **by the 5th of the month prior**. For example, for an event that occurs in July, logos must be received by June 5.

Sponsor

Information: If your logo and/or company name can be made available electronically for use on promotions, it can be emailed to jmachon@ci.montgomery.oh.us as a jpeg, tiff or bitmap file.

Office Use Only:

Agreement received by {name} _____ Date _____

Confirmed _____

Logo Received {date} _____

Invoice Needed _____ Sent _____ Amount _____

Payment Received _____ Date _____