

Dear Hailey Wright,

We hope this email finds you well, as Co-chairs of Oshawa Rotary Walk of Fame we are writing to formally outline our request and seek support from the City for the Oshawa Walk of Fame Gala Dinner and Award Ceremony, scheduled for November 9, 2023, at the Jubilee Pavilion Banquet & Conference Centre; and the Walk of Fame Plaque Ceremony planned for the Spring 2024 (date to be announced)

We kindly request your valuable assistance with the following aspects of these events:

1. Marketing and Public Relations:

- Promoting the event through public relations, including internal promotion to staff and external promotion to the Oshawa community.
- Utilizing the City's sound system, flags (Oshawa, Provincial, and Federal), and providing a podium for the event, which will be returned afterward.
- Encouraging City staff, the Mayor, and members of Council to attend and promote the event through emails and business contacts.
- Promoting ticket sales for the Gala Dinner through the City intranet.
- Full City branded swag bags for the ten inductees and silent auction donations.

2. Mayor's Involvement:

- Requesting the presence of the Mayor at the Gala event and, if possible, his participation in presenting greetings from the City and City certificates (from City Hall) to inductees.
- Welcome letter from the mayor for the event program and a letter for each of the inductees, biographical information will be provided.
- Seeking the Mayor, Council, and senior staff participation in unveiling the new plaques in Spring 2024.
- The Mayor, Council and senior staff arrive at the event by 5:30 pm to be available for photo opportunity with the inductees.

3. Plaque Installation:

Confirming that, as per the Council's direction, the Rotary Club will underwrite the cost of the stone plaques, while the City staff will install the plaques and cover the expenses related to installation based on the instructions provided in this letter.

4. Gala Dinner Event Schedule:

- Outlining the schedule for the night: doors open at 5 pm, drinks and hors d'oeuvre will be served, and there will be a Silent Auction. Dinner is served at 6:30 pm, and presentations begin at 7:30 pm. The event will conclude at 9:30 pm. Pictures will commence at 5:30 pm and 6:15 pm.

5. Plaque Placement:

Providing specific directions including:

- East on King, on the north side towards Regent theatre, stopping at Mary.

- West on King, stopping at Center Street from Simcoe, on the south side to Center Street.
- East on King, between Simcoe and Mary, on the south side stopping at Mary Street.
- Additionally, we kindly request a central point at the four corners (King and Simcoe) on the northeast corner, showcasing the history of how the Walk of Fame was initiated.

6. Website Integration:

- Establishing a direct link from the City of Oshawa website to the Walk of Fame website and enabling public nominations for individuals who have contributed to Oshawa.
- Create and or develop City's digital wayfinding tools of the Walk of Fame. Wayfinding was part of the Plan 20Thirty – Action Plan for Continued Downtown Revitalization.

We greatly appreciate your time and consideration in reviewing our proposal. We are eager to collaborate with you and the City to ensure the success of these events. Please do not hesitate to contact us if you have any questions or require further information.

Thank you once again for your continued support.

Best regards,
Louise Parkes and Emmanuel Iheme
Rotary Club Oshawa- Oshawa Walk of Fame Co-Chairs
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