



Prairie Central District for Sport Culture and Recreation

Expression of Interest to Host Form

Event/Program/Workshop: _____

- **Insert (Outcomes)**

HOST Responsibilities:

1. Provide a contact person to help coordinate in the community
2. Coordination of the facility, tables, chairs for a minimum of 8, to max of 25 participants
3. Costs associated with facility rental
4. Assist with event promotions and recruitment of local participants
5. Provide District with a list of caterers and restaurants that can provide meals and refreshments

PCDSCR Responsibilities:

1. Assign District Staff to the Event/program/workshop
2. Booking the Facilitator
3. Facilitator fee and expenses
4. Provide all AV Equipment/ Flip charts
5. Promotion and recruitment within the District
6. Registration and fee collection
7. Meal coordination and payment for event caterer services

Community: _____ Contact Person: _____

Phone: _____ Fax: _____ Email: _____

Mailing Address: _____ Postal Code: _____

Potential Dates: 1st Choice: _____ 2nd Choice: _____

Facility: _____ Facility Civic Address: _____

Community Contact Signature

Date

The District holds the right to cancel the event 5 working days prior to the date, due to low registration and/or the morning of due to adverse weather conditions.

Submit Expression of Interest to Host:

Ph: 306-746-9884 Fax: 306-726-2052 Email: crystal@prairiecentral.ca