



Board of Park Commissioners
Fund Development Committee
Wednesday, November 16, 2022 at 4:00 p.m.
Bristol Parks, Recreation, Youth & Community Services – 51 High Street, Bristol CT
Special Meeting Agenda

- 1) Call to Order**
 - a. Attendance
- 2) Acceptance of meeting minutes**
 - a. September 14, 2022 Special Meeting Minutes
Documents: Attachment A (Pg. 2)
- 3) Public Participation**
- 4) Old Business**
 - a. By Commissioners
- 5) New Business**
 - a. Dinner on the Diamond Action Items
Documents: Attachment B (Pgs. 3-8)
 - b. By Commissioners
- 6) Adjourn**

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners



Board of Park Commissioners
Fund Development Committee
Wednesday, September 14, 2022 at 5:00 p.m.
Bristol Parks, Recreation, Youth & Community Services – 51 High Street, Bristol CT
Special Meeting Minutes

1) Call to Order

- a. Chair Cynthia Donovan called the meeting to order at 5:13 p.m.
- b. Attendance

Present: Cynthia Donovan, Chair
Sandra Bogdanski, Commissioner
Emily Michaud, Commissioner

Erica Benoit, Community Engagement Coordinator
Sarah Larson, Deputy Superintendent
Dr. Joshua Medeiros, Superintendent

2) Acceptance of meeting minutes

- a. **MOTION:** Made by Commissioner Bogdanski to accept the May 9, 2022 Special Meeting Minutes, with revision to Old Business Item di.
- Seconded by: Commissioner Michaud, all in favor; motion carried.

3) Public Participation: None

4) Old Business

- a. Community Engagement Coordinator, Erica Benoit, presented the FY22 fundraising actuals and revised FY23 proposed, discussion followed.
- b. By Commissioners: None

5) New Business

- a. The Committee discussed the 2nd Annual Dinner on the Diamond Fundraising Event logistics.
- b. Community Engagement Coordinator, Erica Benoit, presented the Marketing and Communications Plan Outline. Discussion followed.
- c. By Commissioners: None

6) Adjourn

- a. **MOTION:** Made by Commissioner Bogdanski to adjourn the meeting at 5:53 p.m.
- Seconded by: Commissioner Michaud, all in favor; motion carried.

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners



51 High Street, Bristol, CT 06010 | 860-584-6160 | Parksandrecreation@bristolct.gov

Dinner on the Diamond

Fund Development Committee - November 16, 2022

Timeframe		BPRYCS Action Items	Fund Development Committee Action Items
2022	November	- Meet with Parks Division to establish layout and facility needs - Establish fundraising goals	- Select Catering Provider - Identify Entertainment Options to Pursue
	December	- Finalize Ticket Pricing - Finalize Sponsorship Packages - Identify early partners to help promote, invite for involvement, and support - Ex. Main Street Community Foundation, Mayor's Office - Fill out event application with City	
2023	January	- Finalize all Entertainment - Ensure application for alcohol permit has been submitted - Promotional materials created	- Establish Outreach Roles - Review potential sponsors & begin outreach - All promotional materials circulated to partners to help promote
	February (No Fund Dev. Meeting)	- Full marketing push to the public by BPRYCS & partners - Ex. Press Release, Flyers, Social Media Events, Promo Video - Order Rentals (Ex. furniture) - Determine staffing needs and establish a plan for staff/ volunteers (Ex. Check In)	
	March	- Begin ordering any necessary supplies - Establish event flow / day of timeline - Event Promotion	- Review staffing needs and establish a plan for staff/ volunteers (Ex. Check In) - Determine signage & collateral needs
	April	- Meet with Parks Division to review staffing, timing, layout, equipment, etc. - Order/print signage and collateral	- Review event flow / day of timeline - Follow up & confirm guest attendance / sponsor attendance - Event Promotion - Event Preparations
	May	- Follow up & confirm guest attendance / sponsor attendance	



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Pricing Structure - Comparable Local Organizations				
Dinner on the Diamond				
Organization	Event	Ticket Pricing	Sponsor Packages	Noteworthy Value
Bristol Boys and Girls Club (BBGC)	Future Stars Gala <i>April</i>	\$200 pp	\$5,000 - \$25,000	- Video Presentation - Local Youth Recognized Location: Aqua Turf Club
	Champions for Youth Golf Outing <i>July</i>	\$250 pp	\$500 - \$7,000	- Breakfast, Lunch & Dinner - Awards - Raffle Location: Tunxis Country Club
Bristol Hospital Foundation	Golf Outing <i>June</i>	\$400 pp	\$150 - \$15,000	- Raffle - Silent Auction - Dinner Reception Location: Tunxis Country Club
	Festival of Wines and Spirits <i>September</i>	\$125 pp	\$500 - \$5,000	- Wine, Beer & Spirit Samples - Food Stations - Live Music (Quintet) Location: DoubleTree
	Red Carpet Ball <i>November</i>	\$175 pp	\$1,000 - \$15,000	- Silent Auction - Live Auction - Live Music (Sugar) - Signature cocktail - Red Carpet Location: Aqua Turf Club
New England Carousel Museum	Ace Gala <i>October</i>	\$75 - \$85 pp		- Theme - Live Music & Dancing (Big Band) - Trivia - Auction - Casino Games Location: New England Carousel Museum
Main Street Community Foundation	Women & Girls Fund: Wonder of Women (WOW) <i>May</i>	\$65 pp	\$250 - \$10,000	- Guest Speaker (Dancer in 2022, Comedian 2023) - Local Youth Recognized - Silent Auction - Food Stations - Cash Bar Location: Aqua Turf Club
United Way of Central CT	Community Chest Dinner <i>June</i>	\$125 pp		- Silent Auction - Raffle - Video presentation - Special Guest (oice of Uconn Hiskies) - Cash Bar Location: Farmington Gardens
	Fall Wine and Beer Tasting <i>November</i>	\$60 - \$75 pp		- Beer and Wine Tasting - Mashed Potato/Salad/Slider Bar Location: DoubleTree
	Wine Gala <i>December</i>	\$40 - \$50 pp		- Wine Tasting - Passed Hors d'oeuvres - Raffle Location: Chipanee Country Club

To learn more about the City of Bristol's Parks, Recreation, Youth & Community Services Department; visit us at www.Bristolrec.com
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Catering

(4) Options:

- **Full Service**
- Carmela Marie
- Greenhouse Café
- **Buffet**
- Cravings
- South Side Meat Market

Sample Menus

Sample menus provide approximate price per head, as well as **recommended ticket price range**:

South Side Meat Market <i>Bristol, CT</i>			Price Per Head - \$49 Ticket Pricing: \$60 - \$75
Package	Description	Price Per Person	Notes
Passed Hors D'oeuvre			
Stationary Platter			
Bread	Bread & Butter		
Salad	Tossed Salad		
Entrée	Chicken Francaise		
	Roast Top Sirloin		
	South Side Sausage and Meatballs		
Pasta	Baked Ziti		
Sides	Kielbasa and Sauerkraut		
	Roasted Potatoes		
Dessert			
		\$ 18.00	
Service Charge	Fee (Service, staff, transpo., etc)	\$ 3.60	20%
		\$ 3.60	
		\$ 21.60	
Package	Description	Price Per Unit	Notes
Table Settings	Napkins	\$ 1.00	
	Flatware	\$ 1.00	
	Glassware	\$ 4.00	
	Dishware	\$ 5.50	
		\$ 11.50	
	Tablecloth	\$ 12.00	Approx. \$2 pp
Package	Description	Cost	Notes
Bar	Beer & Wine	\$ 10.00	Consumption vs Open Bar
	Bartender & Set Up	\$ 400.00	Ice, Cups, Soft Drinks, Bartender (Approx. \$3 pp)
	Gratuity	\$ 80.00	

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Cravings Bristol, CT		Price Per Head - \$55 Ticket Pricing: \$65 - \$85					
Package	Description	Price Per Tray	QTY of Trays	Cost Per Item	People Served per Tray	Total people Served	Notes
Passed Hors D'oeuvre							
Stationary Platter	Fruit	\$ 85.00	2	\$ 170.00			
	Crudite	\$ 60.00	2	\$ 120.00			
Bread	Fresh Baked Rolls	\$ 8.00	9	\$ 72.00	12	108	
Salad	Mixed Greens	\$ 50.00	5	\$ 250.00	22	110	
Entrée	Eggplant Rollatini	\$ 80.00	2	\$ 160.00	22	44	
	Chicken Francaise	\$ 99.00	3	\$ 297.00	22	66	
	Beef w/ Mushrooms and Onion	\$ 99.00	2	\$ 198.00	22	44	
Pasta	Penne Ala Vodka	\$ 72.00	5	\$ 360.00	22	110	
Sides	Rice pilaf (Starch)	\$ 40.00	5	\$ 200.00	22	110	
	Seasonal Vegetable (Vegetable)	\$ 68.00	5	\$ 340.00	22	110	
Dessert	Mini Cannolis	\$ 2.00	85	\$ 170.00	1	85	
				\$ 2,337.00		100	
Service Charge	Fee (Service, staff, transpo., etc)			\$ 467.40			20%
				\$ 2,804.40			Approx. \$28 pp
Package	Description	Price Per Unit	Notes				
Table Settings	Napkins	\$ 1.00					
	Flatware	\$ 1.00					
	Glassware	\$ 4.00					
	Dishware	\$ 5.50					
		\$ 11.50					
	Tablecloth	\$ 12.00					Approx. \$2 pp
Package	Description	Cost	Notes				
Bar	Beer & Wine	\$ 10.00	Consumption vs Open Bar				
	Bartender & Set Up	\$ 400.00	Ice, Cups, Soft Drinks, Bartender (Approx. \$3 pp)				
	Gratuity	\$ 80.00					

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Carmela Marie <i>Southington, CT</i>			Price Per Head - \$73 Ticket Pricing: \$75 - \$100
Package	Description	Price Per Person	Notes
Bar			
Passed Hors D'oeuvre	(2) Choice of Apps	\$ 45.00	Stations
Stationary Platter	(1) Fruit, (1) Crudite, (1) Charcuterie		
Bread	Rolls & Butter		
Salad	Salad Station - (1) Anti-Pasto, (1) Choice of Pasta		
Entrée	Carving Station - (1) Protein		
Pasta	Pasta Station - Pasta (3) different ways		
Sides	Buffet Station - (1) Protein, (1) Vegetable, (1) Starch		
Dessert	Dessert Table		
	Coffee & Tea		
		\$ 45.00	
Table Settings	Linen Tablecloths, Linen Napkins and Silverware Included in Price Per Head	-	Included
		\$ -	
Service Charge	Fee (Service, staff, transpo., etc)	\$ 9.00	20%
		\$ 9.00	
		\$ 54.00	
Package	Description	Price Per Person	Notes
Table Settings	Glassware	\$ 4.00	
	Dishware	\$ 5.50	
		\$ 5.50	
Package	Description	Cost	Notes
Bar	Beer & Wine	\$ 10.00	Consumption vs Open Bar
	Bartender & Set Up	\$ 400.00	Ice, Cups, Soft Drinks, Bartender (Approx. \$3 pp)
	Gratuity	\$ 80.00	

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Greenhouse Cafe Bristol, CT		Price Per Head - \$80 Ticket Pricing: \$90- \$125	
Package	Description	Price Per Person	Notes
Bar	Beer, Wine, Water, Soft Drinks	\$ 10.00	Drink ticket system (1pp)
Passed Hors D'oeuvre	Selection of (3) Items	\$ 10.00	
Stationary Platter	Selection of (1) Platter	\$ 3.00	
Bread	Dinner Rolls	-	
Salad	Selection of (1) Plated Salad	\$ 29.95	
Entrée	Selection of (2) Plated Entrees		
Pasta	Selection of (1) Plated Pasta		
Sides	Selection of (2) Buffet Style Starch & Vegetables		
Dessert	Provide dessert for service	-	
		\$52.95	
Table Settings	Includes: - Dinnerware - Flatware - Glasses - Napkins - Tablecloths	\$ 9.75	
		\$ 9.75	
Service Charge	Fee (Service, staff, transport., etc.)	\$ 15.00	
		\$15.00	
		\$77.70	
Package	Description	Cost	Notes
Bar	Bar Set-Up and Permit	\$ 200.00	In addition to State of CT Temporary Liquor License (\$2 pp)

X = Provided						
Provider	Bartending Services	Tablecloths	Napkins	Silverware	Glassware	Dishware
South Side Meat Market						
Cravings						
Carmela Marie		X	X	X		
Greenhouse Café	X	X	X	X	X	X