

2025 – 2026 - 2027 HOST CITY / ORGANIZATION ¹

NATIONAL SYMPOSIUM ON PARKS & GROUNDS and NATIONAL AWARDS CEREMONIES

REQUEST FOR PROPOSAL



2015-2027 Host Cities / Organizations (Host)

Year	Communities in Bloom
2015	Kamloops, British Columbia
2016	Saskatchewan Parks and Recreation Association, Regina Saskatchewan
2017	CiB / National Capital Commission, Ottawa, ON – Gatineau, Quebec
2018	Strathcona County, Alberta
2019	Yarmouth, Nova Scotia
2020	Virtual Symposium
2021	Virtual Symposium
2022	Victoria, British Columbia (in partnership with The Butchart Gardens and Gardens BC)
2023	Fort McMurray, Alberta (Regional Municipality of Wood Buffalo)
2024	Charlottetown, PEI
2025	To be determined
2026	To be determined
2027	To be determined

¹ **Communities in Bloom (CiB) will select Host City / Organization (Host) for either, any or all years**

SAMPLE PROGRAM and RESPONSIBILITIES

Communities in Bloom National Symposium and Awards Ceremonies

- Day one: Tours (optional) and 75 to 125 delegates for Welcome reception in Evening
- Day two and three: 100 to 150 delegates for Symposium and Technical Tours
- Day two Evening: Host City Dinner and Community Showcase: 100 to 150 delegates
- Day three: Evening: Award Banquet: 150 to 200 delegates and Entertainment (optional)
- Day four: Morning: Town Hall and International presentations: 100 to 125 delegates

Responsibilities of Communities in Bloom

- Organisation of the content of the Symposium and Awards events in partnership with the host
- Promotion, in collaboration with Host, of the events

Responsibilities of Host

- Preparing visitor's / delegates welcome package
- On-site Registration of participants
- Providing the facilities (venue and audio-visual) for the Symposium and Awards Ceremonies
- Planning of networking activities and events
- Organization of Welcome Reception
- Organization of day two evening activity/dinner and Community Showcase
- Planning of tours
- Decoration, entertainment, transportation, signage
- Promotion, in collaboration with CiB, of the events

RECOMMENDED PROCESS

Form Committee (to coordinate with Communities in Bloom)

- Host: Local CiB Committee / Tourism and Convention partners. Identify a main contact person to liaise with CiB Committee; Include Communities in Bloom national office on all committee meeting minutes.
- CiB: Symposium & Awards Committee (Board Members + Staff)

Determine Networking Events program

- Day one Welcome Reception
- Day two Evening Event (promote local talent and culture) and Community Showcase with the assistance of following year's host and CiB Committee
- Day three Awards Ceremony

Establish budget (please see Budget Guidelines)

- Municipal funding, registration revenues
- Sponsorship funds and services

Prepare communication plan

- Promotion at CiB events in prior years
- Promotion at municipal events: Provincial and National Associations such as FCM
- Publicity in various media: websites, trade magazines
 - Promotion towards appropriate target group: industry partners, institutions, etc.

SCHEDULE OF EVENTS

(proposed)

Day one

- Registration opens (and Host welcome/tourism table)
- Set-Up: Exhibits, Merchandise & Silent Auction
- Pre-tours organized by the Host through an agency, etc.
- CiB National and Provincial Board meeting (late afternoon)
- Welcome
 - Cocktail, finger food, light entertainment ...followed by Dinner on own
- Estimated guestroom Requirements:
 - Pre-event: 10 to 20 rooms
 - Day one: 70 to 80 rooms

Day two

- Symposium Opening Session - includes breakfast (if not provided at main hotel) and lunch followed by outside technical visits
- Exhibits, Merchandise & Silent Auction
- Evening event, dinner (to showcase local talent and culture) and community showcase (with visibility for future year's host)
- Guestroom Requirements: 80 to 120 rooms

Day three

- Symposium Closing Sessions – includes breakfast (if not provided at hotel) and lunch followed by outside technical visits
- Exhibits, Merchandise & Silent Auction
- Award Ceremony & Dinner (with visibility for future year's host)
- Guestroom Requirements: 80 to 120 rooms

Day four

- AM:
 - Town Hall meeting with International presentations
- Noon:
 - Tear down: Exhibits, Merchandise, Silent Auction
 - Provincial Awards (if so decided by Provincial Edition)
 - Judges and Provincial Liaison committee meetings
- PM: Departure of majority of delegates and CiB board, staff and judges
- Guestroom Requirements: 10 to 20 rooms

REQUIREMENTS

1. Involvement in Program:

Host:

- Registered participant in the Communities in Bloom program at least 3 years prior to hosting, and one year after. *note: this requirement may be modified at the discretion of Communities in Bloom*
- Note: Host is registered, at no cost, in a non-competitive category in the year it is hosting the events.
- Participation, at own cost, at the prior Awards/Symposium events, as of confirmation of designation

2. Facilities:

Host to provide:

- A list of accommodations
 - Room rates will be a criteria for selection
 - Host City and CiB will negotiate together hotel contracts for the conference accommodations
- A list of hotels and conference facilities, ***preferably under one venue***, for:
 - Symposium Sessions: banquet or half rounds, breakout rooms (optional), lunch area for meals
 - Merchandise and Silent Auction (same location as events)
 - Exhibits (tabletop & booth)

Notes:

All costs and revenues related to Symposium are responsibility of CiB.

Complimentary lodging based on room pickup is expected to be provided to CiB to cover, in part, the lodging of volunteer judges

If advance deposits are required to confirm conference space, the Host will pay these deposits on behalf of Communities in Bloom. CiB will reimburse the Host before the end of the year in which the event is held.

Required venues and facilities:

- A venue (capacity of up to 200) for the Day two and three evening Awards and Dinner
 - Stage for Presentations
 - Minimal 16 x 24 with rear entrance for presenters
 - Dinner venue

Audio-Visual (AV) equipment for awards presentation to be provided by Host which usually consist of:

- Large screens for rear projection on each side of stage during Awards
- TV Monitor for master of ceremonies
- Laptop with sound for music
- Adequate sound system, speakers & microphones along with lighting of stage and room
- A full list is provided upon request in order to send out proper local tenders.

REQUIREMENTS

3. Activities:

- Host to provide information, budget and confirmation of costs to CiB one year in advance of the conference.
- Host to coordinate the following activities and networking events:
 - Welcome package for delegates (activities, attractions, restaurants, shopping, etc.)
 - Welcome Reception (must be complimentary to delegates)
 - Local evening function on Day two with dinner
 - Day three evening Banquet and Entertainment, etc.
 - Tours
- Registration fees for activities produced by the Host must be approved by CiB
- 35 complimentary registrations to be provided for CiB committee, judges and VIPs for all official functions produced by the Host
- Selected Host is requested to sponsor Day two Awards Dinner (cost of \$5000) in previous year as a promotional opportunity for inviting delegates to attend

4. Symposium information:

- Symposium is entirely (*program, meeting facilities, content, registration, meals and speakers*) the responsibility of CiB: program is developed in consultation with Host
- Host has the opportunity to provide local moderators for the Symposium Sessions
- Host provides content, guides and transportation for technical visits – based on visits chosen by the CiB Conference Committee (according to Symposium theme, and local highlights)

5. Awards Ceremonies – Community Showcase (Day two) and National Awards (Day three)

Host:

- Provides visibility to following year Host (Day two)
- May provide, with prior approval, entertainment or activities at event
- Provide AV equipment and lighting of stage and room as per CiB specifications
- To set the theme and supply the decor and appropriate facilities
- To present an adequate format reception and gala main event
- Organize Banquet
- Provide any entertainment or post awards event
- Provide photographer and video (still camera)
- Provide AV equipment, including:
 - 2 Screens (rear projection)
 - Adequate sound system and lighting of stage and room
 - Technical equipment for Power Point presentation (prepared by CiB)
 - A complete list will be supplied according to venue and specific requirements

CiB Committee:

- Supplies schedule, script, certificates, visual showcase and accompanying music, staff to coordinate and operate visual showcase, MC unless Host has a preference (if not bilingual CiB will provide a co-host)

6. Day four Town Hall and International presentations

CiB is responsible for program and related cost of venue and Audio-Visual

Event can be held at Symposium venue or at Host Hotel

Excellent opportunity to invite, and involve, local community groups, garden clubs and general public

7. Volunteers:

There is an extensive list of volunteer requirements during the event, including:

- Delegates' Kit: assembly and distribution
- Local tourism package information – assembly & distribution
- Any Host specific information handling, assembly and distribution
- Registration & Hospitality Desk
- Technical Visits, Exhibits, Symposium and Awards Ceremonies
- Decorations, signage, transportation
- Welcome at the airport/train station and, if feasible, transfer services. **If transfer service is not possible for entire delegation, Host will provide transfers for CiB Committee, staff, volunteer judges and selected VIPs, etc.**
- Volunteer requirements and schedule to be coordinated with CiB Conference Committee. A list of basic requirements will be supplied.

Note: Host is responsible for meals of its volunteers

8. Miscellaneous:

Host and CiB will coordinate municipal responsibilities for invitations and welcome of VIPs, Dignitaries and Foreign visitors.

Host to involve Provincial Communities in Bloom organization in planning and organization of event.

Host to provide:

- Transportation and lodging for planning meetings:
 - 2 representatives of Communities in Bloom (from Montreal or Toronto) for one meeting in year prior and one meeting in year of event
- Note: CiB reserves the right to request a site visit, at potential Host's expense, to confirm selection**
- Appropriate signage (bilingual) at the various venues with clear National Sponsor logo visibility such as Welcome Sign, Registration Sign, Directional Signs
 - As there are 10 to 20 international guests from 4 to 6 countries, some signage in their respective language is greatly appreciated
- Printed program for the weekend events outlining activities – this gives opportunity to list local sponsors and it is an effective way to inform delegates of what is going on: times, places, etc. all in one document (all printed material must be coordinated through CiB to insure design, graphic elements and sponsor logos are all correct)
- Symposium material:
 - speaker gifts (25)
 - delegates' bags / folders
- Photographer for all events: digital photos to be provided on Saturday morning following the Awards. To be sent, by CiB, to delegates.

Promotion:

- Host will promote event on website, provincially & nationally based on opportunities
- CiB will promote Host and event on website, when attending Provincial & National tradeshow, in printed flyers or posters where applicable
- Media coverage of event week will be coordinated with Host and CiB
- CiB National Committee will be responsible for press releases and press kits for communities (results)

Sponsorship:

Host is encouraged to solicit local Sponsors to offset cost of Events and Activities, in coordination with CiB to avoid conflict with Communities in Bloom National and Provincial Sponsors:

- Securing of regional & local sponsorship of selected symposium functions
- Recognition of Local and National Sponsors
- Exposure and visibility of Local and National sponsors

BUDGET GUIDELINES

The budget is quite variable as it is dependent on the level of activities offered to the delegates and the format of the Networking Events and Awards. Based on past events, the following information is provided as a guideline.

An amount of \$75,000 to \$100,000 (of which the direct cost to the Host can be estimated at \$10,000 to \$35,000 depending on local sponsorship) is suggested as per the following budget.

Expenditures

- Promotion of Host: \$5,000 to \$15,000
 - Participation in Awards previous to event
 - Presence at municipal events in year of event (FCM and Provincial associations)
 - Distribution of promotional material
- Planning of event: variable
 - Organisation of events
 - Planning of tours
- Receptions and activities: \$10,000 to \$25,000
- National Awards: \$15,000 to \$55,000
 - Rental of venues
 - Booking of entertainment
 - Printing of programs and signage
 - Meals
 - Audio-visual and lighting for CiB presentations

Excluding all expenditures for Symposium and other events produced by CiB (such as Exhibits), other than those outlined in previous page.

Revenues

- Municipal funding / sponsorship / grants: \$15 000 to \$50 000
 - to be coordinated with CiB to avoid conflicts with CiB sponsors
 - CiB sponsors do not provide funds but can provide services
- Registration fees: \$10,000 to \$25,000 - to be approved by CiB
 - excluding: Symposium (as revenues and expenditures are CiB responsibility)
 - 35 complimentary registrations provided to CiB

Host and Communities in Bloom may develop joint funding initiatives

Host will be asked to provide, after the event, actual budget information for future hosts.

WITHDRAWAL/CANCELLATION

Should a confirmed Host decide to withdraw her participation, it will be their responsibility to pay to the hotel, congress centre or other venues, the penalty charges set forth for such a cancellation.

In addition, the City will pay a penalty of \$ 25,000.00 to Communities in Bloom to help offset the costs of finding a new location, etc., as this action constitutes a breach of the Agreement signed by both parties.



REQUEST TO HOST NATIONAL AWARDS CEREMONIES and SYMPOSIUM

Deadlines

Completed Registration Form:

Completed Submission Package:

Community (please print)			
Name of Community Contact		Position / Title	
Address		Province	Postal Code
() Phone	() Cellular	E-mail	
Interested in Hosting CiB: 2025 ☐ 2026 ☐ 2027 ☐			

IMPORTANT NOTES for Potential Host

Provide a list of:

- Dates of events
- Symposium, Awards and Accommodation facilities
- Location of airport / train station in relation to event facilities
- Events and Activities to be held with Symposium and Awards

(All activities and events will require approval by Communities in Bloom)

Indicate preferred dates to hold event within selected year:

- Symposium to take place in October (excluding Thanksgiving weekend) and run from Thursday to Sunday

Selection criteria:

- Facilities for Symposium and Awards (cost – “all in one” venue)
- Cost of lodging for delegates

- Accessibility and cost of transportation (airfares – transfers to and from airport / train station)
- Cost of events (activities, banquets, entertainment)
- Participation record in program
- Inclusion of provincial edition and participants
- Partnership with likeminded / similar organization
- Application submitted by multiple municipalities as “Host” will be favoured

and most importantly....**tangible benefits for delegates and Communities in Bloom**