

Scope of the Project

Project Title: Family Friendship Festivals

Purpose: To organize four seasonal festivals in the neighborhood to foster friendships among children and families and encourage universal values through themed activities.

Objectives:

1. Host four events annually, one for each season - Winter (indoors), Spring (indoors), summer (outdoors), Fall (outdoors)
2. Focus on values such as love, kindness, generosity, respect, and teamwork as themes for each festival.
3. Engage families in interactive and fun activities to promote bonding and neighborhood collaboration.
4. Create a safe, inclusive, and educational environment for younger children.

Key Deliverables:

- Four seasonal festivals
- Age-appropriate games, songs, crafts.
- Volunteer-driven event execution.
- Collaboration with local vendors and community members.

Timeline:

- Winter Festival: January 25th, 2025
- Spring Festival: March/April (Date TBD)
- Summer Festival: June/July (Date TBD)
- Fall Festival: September/October (Date TBD)

Stakeholders:

- Neighborhood families
- Volunteers
- Potential stakeholders:
 - Local community association
 - Local businesses such as Metro

Project Charter

Lead Organizer:

Name: Sascha Allard (Sascha.allard@gmail.com) (613.600.8422)

Organizer's Responsibilities:

1. Oversee the planning of all festivals.
2. Act as the primary point of contact for stakeholders.
3. Coordinate with volunteers.
4. Manage budgeting and resource allocation.
5. Promote the events
6. Coordinate event logistics (set-up, clean-up etc.)

Community Association's Responsibilities:

1. Provide funding support and guidance for festival organization.
2. Promote the events.
3. Assist in recruiting volunteers as needed.
4. Support liaising with local authorities for permits or approvals as needed.
5. Provide insurance for events.

Volunteers' Responsibilities:

1. Assist with preparing and running activities.

Budget for winter festival (January 25th 2025)

Category	Cost
Decorations and Supplies	\$141.51 ** Already purchased.
Craft Materials	\$0 ** Included in decoration and supplies cost.
Food & Drinks	\$150 ** Hot chocolate, juice boxes, packaged snacks (oranges, cheese sticks etc.) and potentially pizza (if there is a budget for it)
Marketing and Promotion	\$0
Entertainment (e.g., performers)	\$0
Venue Rental (if needed)	\$75-150 ** Waiting to hear back from the Church on McCarthy how much the rental of the space will be.
Miscellaneous/Contingency	\$0
Total	\$400.00

Budget (Estimated Annual 2025)

Category	Cost (per event)	Total (4 events)
Decorations and Supplies	\$100	\$400

Category	Cost (per event)	Total (4 events)
Activity Materials	\$50	\$200
Food and Refreshments	\$150	\$600
Marketing and Promotion*	\$0	\$0
Entertainment (e.g., performers)	\$50	\$200
Venue Rental (if needed)	\$150	\$600
Miscellaneous/Contingency	\$0	\$0
Total	\$500	\$2000

***** For summer and fall, there might need to be a bigger budget for marketing (signage and posters). Outdoor events can accommodate a lot more people.**

Funding Sources:

- Community association budget.
- Local sponsorships (businesses and organizations).
- Donations from residents.