

## 24. HERITAGE AWARDS

<b>Officer responsible</b> Community Advocate	<b>Author</b> Jo Maraki, Advocacy Assistant, DDI 354-1710
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The purpose of this report is to consider the establishment and timetable for a Shirley/Papanui Heritage Award in 2001 Heritage Week.

### BACKGROUND

In June 1998 the Board resolved to initiate a Heritage Award in Shirley/Papanui.

### TIME FRAME

The following draft timetable has been prepared:

#### November-January

- Generate ideas for selection of categories, criteria and type of awards. In keeping with the principles and essence of the Heritage Conservation Policy and using the Hagley/Ferrymead Awards as a guide.
- Explore and seek possible sponsorship eg Christchurch Star.
- Confirmation of official dates ie Launch, application closing date, presentation evening.
- Confirmation of Venues for Launch and Presentation evening.

#### February-April

- Decide how to promote eg posters, flyers, advertisements in various local papers.
- Design posters and other publications for promotion.
- Final confirmation of criteria, sponsorship.
- Arrange printing of flyers and publications.

#### May

- Selection of Judging Panel.
- Letters/Invitation to Judges to participate, include details of criteria and invitations to Launch.
- Invitations to Launch to various interested people in Community eg possible sponsors.
- Arrange for some media coverage of the Launch eg local television.
- Design Award certificates, pick trophies, if wanted.

#### June-July

- Confirmation of Judging Panel.
- Letters to Residents Groups, clubs and schools. Include entry forms, posters, information.
- Begin Promotion, distribution of posters etc, advertisements, radio?
- Confirmation of numbers attending launch.
- Organise catering.

#### August-September

- Official Launch.
- Receiving and processing applications.
- Arrangements for Judges to view and Judge all applications.
- Preparations of awards, certificates, trophies etc.
- Invitations to presentation of awards.
- Media coverage.
- Arrange catering etc for evening.

#### October - Presentation

- Final details

## **BUDGET**

Approximate costs:

<i>Stationery, printing, framing awards</i>	\$1,000
<i>Trophies (one-off)</i>	1,000
<i>Flyers, advertising and promotion</i>	1,500
<i>Launch and presentation functions</i>	1,000
<i>Funding expenses</i>	500
	<u>\$5,000</u>

**Recommendation:** That an Events Committee be formed to work with staff in preparation for the Awards to be presented in Heritage Week, October 2001 and that \$5000 from Discretionary Funds 2000/2001 be set aside to meet cost involved.

**Chairperson's Recommendation:** That the officer's recommendation be adopted and that expressions of interest are called from Board members to establish an Events Committee.