



TO: BOARD OF COMMISSIONERS
FROM: DAN MILLER, DIRECTOR OF PARKS & RECREATION
SUBJ: 250 ANNIVERSARY PLANS/ESTIMATE BUDGET
DATE: February 3, 2023
CC: HARRY FAULK, TOWNSHIP MANAGER

I am providing the attached budget estimates and action plan at the request of the township manager whom wishes to discuss the township's 2023 year-long celebration, recognizing the Sestercentennial anniversary of the incorporation of North Huntingdon Township in 1773.

A small group of volunteer recreation board members were requested to come up with something of substance to provide a celebratory calendar of events. This small group of 4-5 residents then solicited additional volunteers, forming a committee to provide assistance due to the large nature and short time frame to turn this into something the township could be proud of with regards to its history.

Please find attached, an event budget for a book end celebration that is proposed to kick off with a "birthday party" on April 6, 2023 at the townhouse and close with a "birthday bash" in mid-September at a location to be announced. In between, this same group is proposing various marketing activities to keep the anniversary celebration relevant throughout the calendar year.

April 6 - Event

Venue/Date:

North Huntingdon Townhouse (Front entry and lawn area as well as inside BOC Chambers)
Thursday, April 6, 2023 11:00 am - 1:00pm

Attendance:

Township Staff and Commissioners
Local, County, Regional, State Representatives and Dignitaries
250 Sestercentennial Planning Committee
Open Invitation to the General Public, Business Community & School District
Folks outside of NHT with historical significance
Media/Press

- Joe Napsha of the Tribune Review
- WTAE, KDKA, WPXI (pending availability)
- Westmoreland Connect Radio

Expenses:

Media & Promotion \$2500

- \$500 - \$800 for video coverage/production company
- \$500 Full Page Color Ad in Norwin Star
- \$1000-\$1500 promotional items "decals, flags, banners, t-shirts, hats, magnets, etc."
- \$750 light cold lunch food and beverages
- \$200-300 Large scale cake - unique in design/shape
 - Cakes by Colby
- \$100 Coffee/Tea and "fixings"
- \$150 Paper products & servingware

Audio/Video Stage and Tent rental

- Estimate \$800-1000 Will seek in kind sponsorship first

Entertainment \$500-\$700

- Star Spangled Banner by Norwin Show Choir/Calvary Choir
- 21 Gun Salute with VFW or Legion Honor Guard
- Flag Presentation Norwin NJROTC
- Opening Prayer
- Norwin Historical Society Presentation
- Speakers, Citations, Proclamations
- Time capsule Opening
- High School Band/Drum Line/Musical entertainment
- Abe Lincoln Costume Character
- Historical Re-Enactors

Est. Budget for Historical Birthday Party Recognition/Celebration

\$5,450



**NORTH HUNTINGDON TOWNSHIP
SESTERCENTENIAL 250 ANNIVERSARY
EVENT CELEBRATION
PRELIMINARY ESTIMATED BUDGET COSTS
TWO -DAY EVENT MID SEPTEMBER**

FESTIVAL BANDS (8) - TWO DAYS/ TWO STAGES

20,000

DAY ONE – SMALL

ACT ONE 3:30pm - 4:30pm
ACT THREE 7:00pm – 8:00pm

DAY ONE – MAIN

ACT TWO 5:00pm – 6:30pm
ACT FOUR 8:30pm-10:00pm

DAY TWO – SMALL

ACT FIVE
ACT SEVEN 7:00pm – 8:00pm

DAY TWO – MAIN

ACT SIX 5:00pm – 6:30pm
ACT EIGHT 8:30pm-10:00pm

CHILDRENS ACTIVITIES

10,000 --

- Trackless Train
- Clowns
- Stilt Walkers
- Magician
- Caricature Artists
- Puppet Show
- Susies Pony Rides
- Balloon Artists

INFLATABLES

8,000

- Inflatable Bounce
- Inflatable Slide
- Inflatable Competition
- Inflatable Games

FIREWORKS & DRONE SHOW

15,000/40,000

FACILITIES/OPERATIONS

25,000

- Stage/Sound
- Festival Booths Rental
- Generators
- Light Plants
- Electrician
- NHTPD/EM
- Transportation/Shuttle
- Volunteer Hospitality Tent

ADVERTISING/MARKETING

15,000

- Print
- Flyers
- Billboard
- Radio
- Promotional Products

PAYROLL 15,000

Staff Overtime
Security
Cost assoc. with NHTPD

NET EXPENSES ASSOCIATED WITH BUDGETED EVENT CELEBRATION \$148,000

EST. SPONSOR REVENUE ASSOCIATED WITH EVENT CELEBRATION TBD

NET COST ASSOCIATED WITH BUDGETED EVENT CELEBRATION TBD