

Event Proposal Template

Introduction	
Event name	Towyn and Kinnel Bay Community Awards Night
Event outline	
Concept for the event	We would like to propose that the awards night be held bi-annually as this will provide more robust nominations for the awards and more time to plan a meaningful evening. We would like to hold this event in the Festival Church in Towyn as previously the event has been held in Kinnel Bay therefore to ensure the Council is including both wards we would like to hold the event in Towyn. The following bi-annual event can then return to Kinnel Bay. We would like to invite the children from the local schools to sing at the beginning of the evening but then leave after singing. The school has confirmed that this would be more suitable for them than the children staying all evening. We would Like to hold the event March 2025 We would like to propose a welcome drink of wine/fizz on arrival and a glass of wine with the buffet. <u>Example Agenda</u> 6pm-6.30pm arrival- welcome drink in foyer and get seated ready for 6.45pm Mayor to welcome 6.45- 7pm Children to sing on stage Children and parents to leave with small token of appreciation/Sweets 7.15pm –Awards presentation x 4 7.45pm – Buffet/Entertainment

	8.45pm – Awards Presentations x 4 9.15pm - close
Event objectives	To celebrate and recognise the residents of Towyn and Kinmel Bay by showing our appreciation for those who have gone above and beyond in their community for a variety of reasons.
Information about who will attend	Residents of Towyn and Kinmel Bay who have been nominated for award One winner and two runners up per nomination plus guest for each Staff and councillors
Projected number of attendees	48 nominees and guests – based on one winner, two runners up in each category plus a guest per person 15 councillors plus staff Local businesses – number unknown Venue holds 175 theatre style

event budget	We propose that as historically the event took place annually and we are proposing bi-annually that the budget be increased to £2400
event cost	These costs are based filling all eight categories with a winner and two runners up. Entertainment – £450 Signage to advertise the nominations – £319 Venue- £130 Refreshments (this is £12.50 per head x 70 – this is average for all the buffet the Town Council provides) – £875 (this amount is subject to change once nominations have been confirmed and attendees confirmed) Awards and Certificates – £300 Wine x 37 bottles – 2 glass per person = £270 Tea and Coffee and juice £30 approx

	Total = £2374.00
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Marketing	
List of marketing channels	QR code on poster for faster nominating Posters in all local business Banners displayed at Asda Banners displayed throughout Kinmel Bay and Towyn- areas to be agreed Posters on Town Council bus stops Mayor to contact radio Press release in local papers Advertise on Social Media and website Each Councillor to proactive and promote within their local area

Photos of venue







Nomination Wording

Do you know a local hero?

Towyn and Kinmel Bay's Town Council Community Awards aim to recognise residents, individuals, groups, organisations and businesses who have made a real difference to the local community and/or further afield

Someone who dedicates their time to improving the welfare of the residents of Towyn and Kinmel Bay or raising the profile of the community through charity work, fundraising, environmental work, outstanding sport, art or cultural contributions.

There is no limit on the number of nominations a person can be submit. You can nominate in each of the seven categories or just make one nomination. If you would like to nominate more than one person / group in the same category, you will need to submit an additional form.

Nominations can include a resident, local school, individual pupil's or teacher's, local church, local business, an individual, organisation, service provider or group. Anyone you feel should have the recognition they deserve.

1. Please enter the name of the individual/business/organisation/group you are nominating. Please also provide your nominee's age, address and contact details.

Nomination categories

- **Community project/event of the year award**

This award is to acknowledge projects/events that have triumphed in the local community by supporting local people. This could be an individual or a group effort- maybe a third sector organisation with projects that have had a lasting impact on the community, a community event or charity fundraising event.

- **Great and green environmental contribution award**

This award is to acknowledge the contributions made by anyone whose volunteering impacts the local environment. This could be conservation projects, green initiatives, fundraising or raising awareness. The individuals/organisations/businesses/groups do not have to be located within Towyn and Kinmel Bay, however their contributions or volunteering activities should be predominantly within Towyn and Kinmel Bay or for the benefit of the Towyn and Kinmel Bay.

- **Sporting achievement award**

This is an award given to anyone that has achieved outstanding performance, shown outstanding ability or encouraged others to participate in a sporting activity. Individuals/groups/businesses/organisations that may have provided coaching, training or

support to a sports club or groups. Recognising the achievement of a team or an individual, participating in, organising or contributing to local sports. The award may celebrate a sporting performance at local, national or international level or those who give their time working behind the scenes at local sports clubs or groups.

- **Adult volunteering/charity award**

This is an award for individuals or groups over the age of 21 who have made a difference to their community through their volunteering or charity work.

- **Young person of the year award**

This is an award for individuals under the age of 21 who have made a difference to their community through volunteering/charity work or who inspire and drive change in their communities, and who act as role models for their peers.

- **Unsung hero special recognition award**

For this award the individual does not need to live in the Towyn and Kinmel Bay area, however their extraordinary activities/customer service should be within, or for the benefit of the towns/local community. This award is for the person who makes or who has made a real difference but rarely gets recognition. They might be found in any role or sphere of local life. They might be a carer, good neighbour, volunteer or relative who helps to create stronger communities by supporting others to live happy, healthy lives.

- **Public service hero award**

This award recognises a person working in the public sector who has gone above and beyond their normal duties. They will have provided exceptional service and demonstrated outstanding dedication to their work. They will be someone who embodies civic pride and will have made a tangible difference to their community, neighbourhood and Towyn and Kinmel Bay area as a whole. Nominees could be from across the spectrum of public services, including: Teachers, school support staff, Police Officers, Doctors, Nurses, Paramedics, Firefighters, Care Workers or Social workers.

- **Towyn and Kinmel Bay Civic Business award**

The business award is an opportunity to celebrate our fantastic local businesses and the contributions they make to the local community. This award recognises the local businesses that have demonstrated a significant contribution to social, educational, skills development, environmental/sustainability work in their community. An award for any business, retailer, market trader or service provider who has shown commitment to the community it serves

through voluntary work, charity work or excellent service they provide. Is your business involved in its local community? Across Towyn and Kimmell Bay we know there are many businesses working hard to provide opportunities and boost growth to benefit their local communities and want celebrate businesses that make the area a great place to live, work and conduct business.

2. Please provide any details of relevant work, supporting evidence or volunteering your nominee has done to support your nomination.

Towyn and Kinmel Bay Town Council Community Awards 2025

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Nominations can include your local schools, individual pupil or teacher, local church's, local business, an individual or group.

Anyone you feel should have the recognition they deserve.

Closing date for nominations is ?

FOR A NOMINATION FORM PLEASE CONTACT
THE TOWN COUNCIL ON 01745355899 OR EMAIL
DEPUTY@TOWYNKINMELBAY-TC.GOV.UK

SCAN THE QR CODE TO NOMINATE
CHOOSE THE CATEGORY YOU
WOULD LIKE TO NOMINATE THEM
FOR

WRITE IN NO MORE THAN 300
WORDS WHY YOU FEEL THIS
PERSON SHOULD BE NOMINATED
INCLUDING
YOUR NOMINEE'S NAME, AGE,
ADDRESS AND CONTACT DETAILS,
DETAILS OF RELEVANT WORK OR
VOLUNTEERING THEY'VE DONE

