



MUNICIPALITY OF
JASPER

Share Your Passion

Passion Plan



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Introduction

Do you have a skill or passion you want to share with the community?

You bring the idea; we'll supply the space and help to make your program/event/class happen.

To help you share your passion we've created this Toolkit. Working with our program support workers and other municipal staff, follow the steps in this guide to host a successful event.

Step 1 – Tell us about your idea.

If you want to share your passion, tell us about it by completing the expression of interest online: [Municipality of Jasper - Share Your Passion! \(jasper-alberta.ca\)](http://jasper-alberta.ca). Our staff will review your submission and reach out to ask if you would like support planning your event. Work through this Toolkit step by step as you plan your event.

My Municipal Contact is:

Phone:

Email:

Step 2 – Decide the details.

What are the details of your event. When will it be? Where will it be held? How do you book the space?

Step 3 – Figure out what supplies and tools will you need.

Can you rent them? Do you have to purchase them? Do participants supply their own?

Step 4 – Tell people about your event.

How are you going to get people to your event? What kind of marketing will you do; online, posters, etc.? What kinds of information should you include on marketing materials?

Step 5 – It's show time!

It's the day of your event. What last minute things do you need to take care of? What do you need to bring to the event?

Step 6 – How did it go?

What went well? What could be improved



Tell Us About Your Idea

In this section of the guide, you'll tell us about you and your idea. If you have already completed the electronic interest form, a printed copy can be substituted.

Your Name: _____

Phone number: _____

Email: _____

Preferred method of contact: Phone Email

What is your age? Under 18 (we may need permission from a parent/guardian to complete this request)

Over 18

What would you like to name your event/program/class? _____

Tell us what you want to do: _____

Describe your event: _____

Are you planning: A single event/class/program
 A recurring or multiple event/class/program
 Other

Would you host this for free or would you charge participants?

- I'd like it to be free of charge!
 I'm looking for it to be a paid program/event/class with a fee.

About charging for your event:

There are more details about charging for your event; cost recovery and for-profit events in Step 2, the *Details* section of this guide.



1. The Details

Next, decide the details of your event. Things like location, cost, date(s) and times. When you confirm details, enter them in the Program Details Form included in this toolkit.

Location

The Municipality of Jasper has many spaces and facilities that are available to use. Below are some examples:

- Multi-Purpose Hall (Jasper Activity Centre)
- Quorum Room (Library)
- Pool
- Gym
- Parks and Outdoor spaces

When deciding location, consider the type of event you want to host. Do you need a large open space? A room with tables and chairs? Somewhere food is allowed?

Use this chart to help you.

What kind of space do I need (indoor, outdoor, large, small)?	What kind of amenities do I need (kitchen, stage, private)?	Possible locations



Consider your needs, and the rentable spaces available. **Pick a first and second location choice for your event/program/class.**

1st choice: _____

2nd choice: _____

If you would like to view any spaces, let the program support worker you are working with know. They will be happy to give you a tour.

If you aren't sure where the best place to host is, talk to your program support worker. Together with our Facility staff we'll help come up with the best location.

Use this space if you want to draw out what your event would look like.



Date/Time

Now, consider the date and time you would like to hold your event/program/class. During the week or on the weekend? Is it something that fits better in the morning? Evening?

First choice Date of Event: _____ Time: _____

Second choice Date of Event: _____ Time: _____

Are your dates tied to an event (full moon, sporting event, etc.)?

If your event is recurring, write down the dates and times you would like to schedule the event below:

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

With the basics decided, it's time to book your space. Keep in mind that you may have to be flexible when booking a space. There could already be events scheduled in the location you want at your preferred time/date.

Work with your program support worker to book the space. They can coordinate with facility staff to get you the space you need.

Cost

There is a fee to rent some of our Municipal spaces, BUT, facility rental fees can be reduced or completely waived depending on what/if you are charging for your program.

For example, if you are offering your event/program/class for free you may qualify for a free rental of the space. If you are only charging enough for cost recovery, rental fees can be reduced.

A *Share your Passion* event can be for profit. Facility rental fees may apply. Work with our staff when determining the cost to attend your event/program/class and use the chart on the next page to understand the cost to host the event/program/class.



2. Tools and Supplies

Think about your event/program/class. Do you need to buy supplies for participants? For example; paint and paint brushes for an art class?

Do you need to rent chairs, tables or other items from us? How will you set up the space?

Here are some examples of things you can rent in our spaces:

- Tables and Chairs
- Audio Visual (AV) equipment like speakers, screens and projectors
- Recreation equipment

List the tools and supplies you'll need here and indicate if you already have them, need to buy them or want to rent them.

Keep track of the cost to buy or rent items here, it will help you and our staff to determine an appropriate cost for participants and appropriate facility/item rental costs.

Item	Have	Purchase/Cost	Rent/Cost

Don't forget to purchase any supplies in advance! You don't want to find out items are unavailable on the day of your event.



3. The Right Paperwork

It's a wonderful thing to offer your time and expertise to bring something new to the community. So, we want to make sure you're covered if something happens.

Time to consider any risks for people participating in your event/program/class. If there are any, how can you reduce the risk or your liability?

Complete the chart below. The first row includes an example to get you started. Ask your program support worker if you need some help.

You may not be able to do all three (reduce, remove or transfer) for each risk. If you have assessed the activity for risk and can show that you have put things in place to reduce, remove **or** transfer the risk you have completed your task as a host. A sample waiver is included in this Toolkit for you.

The Risk	How can you reduce the risk?	How can you remove the risk?	How can you transfer the risk?
Ex. Cuts from sharp scissors	Use 'kids' duller scissors	Pre-cut items for participants	Have participants sign a waiver



4. Tell People About Your Event

Time to advertise your event/program/class!

There are many different ways to advertise your event; online, through social media, and with posters.

- Add your event to the Community Calendar on the Municipality of Jasper website. You can submit the event here: [Municipality of Jasper - Event Submission \(jasper-alberta.ca\)](https://www.municipalityofjasper.ca/event-submission)
- Make a poster. Add all the details of your event, print it out and put it up around town. If you need help editing or printing the poster, let your program support worker know.
- Let people know about your event by posting on your social media. Maybe you can post on community Facebook pages like Jasper Buy, Sell and Trade?
- Who would be interested in your event? If it's children and families ask the school to help get the word out. Are there community partners that would advertise your event, like the Library or Habitat for the Arts?

Make sure any marketing materials include the following:

- Event name
- Time, date and location
- Cost or indicate it's free
- How to register to attend (if applicable)
- Do you provide the tools and supplies or do participants bring their own?
- Age group (kids allowed, must be 18+, etc.)

Posters

Posters are a great way to let the community know what you are doing through the *Share Your Passion* program. There are places online where you can make your own posters for free, here are just a few:

- [Canva](https://www.canva.com)
- [Postermywall](https://www.postermywall.com)
- [Brother CreativeCenter](https://www.brothercreativecenter.com)

Handmade posters are also an option! They can really stand out on a bulletin board. You can get art supplies at a few places in town on Patricia Street.

5. It's Show Time

It's the day of your event, we wish you great success!

Refer to this toolkit and the Program Details Form on the day of your event/program/class to help you get organized.

- Head to the location of your event and check in with facility staff.
- Bring along any tools and supplies you have collected.
- Ask staff for any rented items.
- Set up the room (set up tables, chairs, supplies. etc.).
- If there is a cost to participants have some change on hand and a place to keep money.
- Check you have any paperwork or photocopies you need (specifically the *Evaluation Form*, included in this guide).
- Test technical things like speakers and internet connection (if needed).
- Welcome participants as they arrive and **HAVE FUN!**
- Be mindful of the time and stay within your booking times.
- Return any rented items to facility staff.
- Clean up tools/supplies and any messes (if applicable: wipe tables, sweep, etc.).
- Ask participants if they could complete a Evaluation Form.**
- Let facility staff know you are finished and that the room is clean. They will do a quick walk through with you.



6. How Did It Go?

Thank you for the time and energy you've put into making your event happen!

THANK
YOU!

We want your feedback on how we can better help/support folks who want to be involved with the *Share your Passion* program. Please share any feedback you have with your municipal contact by completing and giving them the Host Feedback Form (included in this guide).

Review any completed Evaluation Forms participants completed. Consider any suggestions if you organize another *Share your Passion* event/program/class. Return any completed forms to your municipal contact. They are a valuable tool to receive feedback about municipal facilities, services, etc.

Forms

Program Details Form

My Municipal Contact is:		
Phone:	Email:	
Event Name:	Event Date:	
Recurring?	<input type="radio"/> Yes	<input type="radio"/> No
Additional dates if recurring:		
Location:		
Facility Rental Start Time:		
Facility Rental End Time:		
Tools and supplies to purchase (check when done):		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tools and supplies to rent (check when done):		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total cost for tools and supplies:		
Marketing		
<input type="checkbox"/> Posters printed and up	<input type="checkbox"/> Submitted to the Community Calendar	<input type="checkbox"/> Posted on social media
Day-Of Checklist		
Create a to-do list for the day-of based on your event's needs and details		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Facility space returned in good condition	<input type="checkbox"/> <i>Evaluation Forms</i> given to participants	<input type="checkbox"/> <i>Host Feedback Form</i> completed
Host notes:		



Use this form if your event requires participants to preregister to track the number of attendees, contact info and any payments received.

Participant Registration Form

Event/program/class name:

Date of event/program/class:

Participant Name	Phone	Email	Paid (if applicable)
Jane Smith	000-000-0000	jane@smith.com	Yes or No



Participant Evaluation Form

Thank you for participating in this *Share Your Passion* Event!

Please take a few moments to share your thoughts with us. When you've completed the form, return it to the host.

What did you like best about this program/class/event?

Did you try something new today?

- Yes No, I've done this before I'm not sure
-

Do you feel more connected to our community after this program/class/event?

- Yes Somewhat No
-

Would **you** like to offer a program/class/event to the community?

- Yes Maybe Not at the moment
-

How can we improve?



Host Evaluation Form

Thank you for sharing your passion with the community! Community members like you are what make Jasper great.

Please take a few moments to share your thoughts with us. When you've completed the form, return it to your program support worker. We want to know how we can help Hosts have a successful event.

What did you like best about hosting your program/class/event?

Do you feel more connected to our community after this program/class/event?

Yes Somewhat No

Would you host a *Share Your Passion* program/class/event again?

Yes Maybe No

Any suggestions on how we can better support hosts in the future?

RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT

WARNING: BY SIGNING THIS DOCUMENT YOU MAY GIVE UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE, CLAIM DAMAGES, OR SEEK COMPENSATION.

This document is to be signed by the participant in order to participate in the following:

The _____ and related events and activities (collectively referred to as the "**Event**").

I, (print name) _____ (the "**Participant**"), am 18 years of age or older, and I am aware that the **Event** involves inherent risks, dangers and hazards, involving all manner of injury or loss, including potentially serious or life-threatening injury and death, including, but not limited to:

- (a) the use of equipment, materials or facilities related to the **Event**;
- (b) the actions or negligence of myself or other participants in of the **Event**;
- (c) the actions or negligence of the Municipality of Jasper or its directors, officers, employees, volunteers, agents, invitees, or representatives of any kind (collectively referred to as the "**Organization**");
- (d) the actions or negligence of the Municipality of Jasper or its councilors, officers, employees, agents or representatives of any kind (collectively referred to as the "**Municipality**"); and
- (e) additional risks arising out of the **Event** and related events and activities.

I, the undersigned Participant, freely accept and assume all such risks, dangers and hazards and the possibility of injury, death, property damage, property loss or any other loss or expense resulting to myself.

I, the undersigned Participant, hereby agree as follows:

- (a) **To Waive Any And All Claims** of every nature and kind at law or equity or under any statute that I have or may have in the future against the **Organization** and/or the **Municipality**;
- (b) **To Release The Organization and the Municipality** from any and all liability for injury, death, property damage, property loss or any other loss or expense that I may suffer or that my next of kin or legal representatives may suffer as a result of participation in or use of the **Event**, due to any cause whatsoever, including negligence on the part of the **Organization** and/or the **Municipality**;
- (c) **To Hold Harmless And Indemnify The Organization and the Municipality** from any and all liability for injury, death, property damage, property loss or any other loss or expense to any party, including myself, as a result of participation in or use of the **Event**, or other financial loss or expense including, without restriction, legal expenses and costs on a solicitor-and-his-own-client full indemnity basis in defending against such claims or enforcing the terms contained within this document; and
- (d) **That This Agreement Will Be Effective And Binding Upon** myself, and my heirs, next of kin, executors, administrators and assigns.

I, the undersigned Participant, hereby acknowledge that I have read the foregoing, and have had the opportunity to ask questions and clarifications before signing. I acknowledge that I understand its content, import and meaning and hereby do agree, approve and consent to the above.

Date: _____

Participant Name (print):

Participant Signature:

Witness Name (print):

Witness Signature:
