

### **Example of Recognition Event Schedule**

**Venue:**

- The new Calgary Power Reception Hall.

**Date/Time:**

- Scheduled on the day of a Regular Council Meeting, after the Annual Organizational Meeting;

**Attendees** (approximately 100 people):

- Outgoing citizen volunteers for 2016, serving at least one year;
- Members of Council; and
- The Administrative Leadership Team.

**Program:**

- A breakfast reception;
- Speeches from Members of Council;
- Acknowledgment of the citizen volunteers: name, board, and years of service;
- After the reception and prior to the Council Meeting, Council and the volunteers would have their photograph taken in the Atrium on the stairs. The photograph would be copied and sent to each volunteer as a thank you gift; and
- The volunteers would then attend the Council Meeting and be recognized as a group.