



# Reliving Old Hollywood with Marilyn

A Fundraiser in association between -Reliving Marilyn -  
The Movie & Ovarian Cancer Canada



*Live performance with Marilyn*  
*By Nadine*

**Date:** Saturday June 8<sup>th</sup>, 2013

**Location:** Royal Ottawa Golf Club

**Event Style & times:** Old Hollywood, 7:30pm - Start 8:pm to 11pm

**Ticket sale:** \$75 advance tickets - \$85 at the door



## Table of Content

Contact Information & Speakers	Page 3
Task/Duties of Organizers and Volunteer	Page 4
Props to bring	Page 4
Event Overview Details & Specifics	Page 5
Performers & Draw Prize	Page 5
Fundraiser Expenses	Page 6
Preliminary Agenda	Page 6
The Royal Ottawa Golf Club	Page 8
Decorations, Equipment & Set-up requirements	Page 9
Payment Options	Page 10
Advertising	Page 10
Brochure/E-Flyer	Page 10
Guests Party Favors (Swag Bags)	Page 11
Marilyn signing autograph picture	Page 11
Photographer/Videographer	Page 11
Venue Pictures	Page 12-15



## Contact Information

### Reliving Marilyn – The Movie

<u>Names</u>	<u>Email</u>	<u>Cell</u>
Nadine Banville	<a href="mailto:nadinejazz@yahoo.ca">nadinejazz@yahoo.ca</a>	(613) 219-4113
Morgan Blackburn	<a href="mailto:blackbyrne@hotmail.com">blackbyrne@hotmail.com</a>	(613) 552-7414
Melanie Guibord	<a href="mailto:Melanie@uniquecharysmaticeven.com">Melanie@uniquecharysmaticeven.com</a> <a href="mailto:Melguibz@ymail.com">Melguibz@ymail.com</a>	(613) 447-5761
Laurie	<a href="mailto:laurie@morrighanfilms.com">laurie@morrighanfilms.com</a>	

### The Ovarian Cancer Foundation

<u>Names</u>	<u>Email</u>	<u>Tel</u>
Nancy O'Brian	<a href="mailto:dcampeau@ovairecanada.org">dcampeau@ovairecanada.org</a>	(613) 809-5682
Denise Campeau	<a href="mailto:Fancy_nancy@sympatico.com">Fancy_nancy@sympatico.com</a>	(613) 797-5856

### The Royal Ottawa Golf Club

<u>Names</u>	<u>Email</u>	<u>Phone</u>	<u>Address</u>
Deborah Ross	<a href="mailto:events@rogc.com">events@rogc.com</a>	(819) 777-3866 X 243	1405 Aylmer Road, Gatineau, QC, J9H 7L2

## Speakers

Morgan Blackburn
Nancy O'Brian
Nadine Banville



## Tasks/Duties of Organizers and volunteers

<u>Name</u>	<u>Title</u>	<u>Duty/Task</u>
Nadine Banville	Marilyn – The Star	Prints – Speech – Costumes – Hair & Makeup – Facebook - Website
Morgan Blackburn	Co-Producer/Co- Director	Facebook – Website – Text/Brochure - Speeches
Laurie Stewart	Producer/Director	Facebook – Website – Text/Brochure
Dave Shaw	First Director Assistant	
Melanie Guibord	Second Director Assistant/Event Coordinator	Event supervisor – Guests list tracker Etc...
David Friend (Willow)	Sound	
Gord Webber	Photographer	To be asked
David Pageau	Photographer	Photograph crowd till 10pm
Lauren	N/A	Assist Laurie

### Props to bring:

- 2 Cash Boxes: Mel
- Costumes and makeup: Nadine, Morgan & Sean
-



## **Event Overview Details & Specifics**

**Event Format:** Reception

**Event Style/Attire:** Formal, Old Hollywood Style

**Guests:** approx.: 200 people +

**Raising objective:** \$20,000 +

**Movie & Charity split:** 70/30

**Venue Revenue:** Food & Bar sales

### **Performers:**

- Marilyn Monroe
- Charlie Chaplin
- Elvis Impersonator

### **Draw Prizes:**

- Arborne Gift basket = \$100
- Picture with Marilyn + Frame

Suggestions:

- Marilyn Merlot
- Gift Certificates
  - o Spa
  - o Bridgehead
  - o Jewelry
  - o Golf Game for 2: Ask the golf club if whiling to donate



## Fundraiser Expenses

Description	Unit	Cost no tax	Total With Tax
Ottawa Kiosk	1 Add	\$75	\$84.75
Mike: Sound Equipment	N/A	\$200	\$200

<b>Grand Total:</b> <b>\$ 284.75</b>
--------------------------------------

## Preliminary Agenda:

- Nadine signs Jazz as guests arrives
- Morgan Introduces Marilyn's 1<sup>st</sup> number has Hugh Heffner



- Morgan Speaks about Marilyn and her Charity history
- Nancy: Ovarian Cancer Foundation
- Marilyn's Second Act: Two Songs



- Morgan to discuss the Marilyn Movie
- Marilyn taking pictures with audience at designated area
- Marilyn's Third Act: 2 Songs:



- Second Chat from Nancy
- Marilyn's Chat to the audience about her Birthday
- Marilyn's Fourth Act: 2 Songs with a chair
- Morgan's Second chat and Final Pitch about the Marilyn Movie
- OSD, Chosen song, talk about it
- Final Marilyn speech, Green Dress – Final two Songs File My Claim & One Silver Dollar
- Final goodbye Morgan, Shawn & Don
- While the final speech is being addressed, Marilyn will be signing pictures.





## The Royal Ottawa Golf Club:

**Maximum Room Capacity allowed for our event: (Ticket sales):** 200 Guests

**Guest/food expectancy:** 80

**Room Fee:** \$0

### **Beverages:**

All guests will purchase their own drinks, “Cash Bar” The following special drinks can be advertised at the bar.

- Drink #1: Sunset Blv: 1 (1.5 fluid ounce) of Champagne –  $\frac{3}{4}$  cup orange juice – Ice cubes -  $\frac{1}{2}$  (1.5 fluid ounce) Jigger Grenadine syrup – Kiss Candy as garnish on the rim – 1 maraschino cherry for garnish in the glass
- Drink #2: The Misfits: Hayman’s gin – Carpano Vermouth – Orange Bitters

### **Catering:**

Crips Vegetable Crudités and dip \$3.25/Person **(60)**

Assorted Italian Cold cuts \$ sliced French baguette \$11.00/Person **(50)**

International & Canadian cheese platter with assorted crackers \$9.50/person **(40)**

Platter of fresh sliced fruits \$4.75/Person **(60)**

Chocolate

Quotation to come from Deborah

Chocolate Fountain: \$100 to \$200 to Rent

- Party Time Rentals: Azteca \$100/Montezuma \$200
- Chez Lily Party Rentals: \$75
- Cody Party: 5 gallons \$145





## **Decorations, Equipment & Set-up Requirement:**

Certain amount of decorations can be added.

- **Venue offers:**
  - Mic,
  - PA System for CD
  - Podium and small step stage for Podium
  - Round tables of 6,8, or 10
  - Lanterns for round tables
  - Cocktail tables
  - Linens
  - Catering and other rectangular 8' tables
  - Moveable bar
  - Men & women's Locker room
  
- Stage: The golf club will find out a price for us:
  - Party Time Rentals: 4' X 8' \$60/sections
  - Chez Lily Party Rentals: 4' X 8' \$55/sections
  
- Quality Entertainment: Provide lighting – To be returned on the Monday
  
- Mike: Providing all other sound equipment
  
- Photography area with Marilyn
- Signing table: Marilyn autographing pictures
- Welcoming table at entrance – Door Prize? Marilyn Photograph & Frame maybe
- Ovarian Cancer Canada A Walk for Hope table: Information kiosk type
- Banners for the foundation & Marilyn if making one



## **Payment Options**

Online: PayPal or other: Website:

- 1- [www.Uniquecharismaticevents.com](http://www.Uniquecharismaticevents.com)
- 2- [www.ovariancanada.org](http://www.ovariancanada.org)
- 3- [www.Facebook.com](http://www.Facebook.com)
- 4- [www.Twitter.com](http://www.Twitter.com)
- 5- Link In

## **Advertising:**

\*\*\*\*\* Nadine's Video link – To be added to Facebook, the website and to be shared by everyone if possible

- 1- [www.Uniquecharismaticevents.com](http://www.Uniquecharismaticevents.com)
  - 2- [www.Ovariancanada.org](http://www.Ovariancanada.org)
  - 3- [www.Facebook.com](http://www.Facebook.com)
  - 4- [www.Twitter.com](http://www.Twitter.com)
- [http://www.ottawakiosk.com/reliving\\_old\\_hollywood\\_with\\_marilyn.html](http://www.ottawakiosk.com/reliving_old_hollywood_with_marilyn.html)

## **Brochure/E-flyer:**

- The movie
  - o Descriptions, Facts, pictures, ...
- Ovarian Cancer Canada
  - o Descriptions, Facts, Statistic, Pictures, Upcoming event, ...



## Guest Party Favors (Swag Bag):

- Arborne Products & Cosmetics:
  - o Nadine & Nancy to discuss
- Catherine is sending Mel brochure and other products to fill up bag

### Suggestions:

- Sun Glasses
- Marilyn OPI Nail Polish
- Mac Makeup
- 

## Marilyn signing autograph picture:

- Choosing of picture to reproduce with signature.
  - o Signing on the spot or print with signature already on it?

## Photographer/Videographer:

- Photographer: **Gord Webber to be contacted**
  - o Taking picture around the room during the evening
  - o Taking pictures of Marilyn for an extra donation
  - o Printer set up for printing on site with envelopes.
- Videographer: **To be determined**
  - o Should we have someone go around filming the speeches and our guest and how the event is turning out.



## **Venue Pictures:**

Floor plan to come from Deborah



Catering Area



Entrance Outdoors



Entrance indoors



Inside Room



Stage Area



Sound Equipment Area



Welcoming Area



Swag bags & picture area

Sitting Area





Swag bag, fountain, & Picture area

