

# Request for Making Presentation to Council/Committee Form

**This form must be submitted to the Chief Administrative Officer at least one week before the Council Meeting you wish to present at. Presenters should review the attached presentation policy prior to completing this form.**

1. Presenter(s) Name(s): Sam Hudson
2. Address: 119 2 St West
3. Phone: 5873704434
4. Email: [samdeanhudson@gmail.com](mailto:samdeanhudson@gmail.com)
5. Reason you wish to appear before Council (brief summary of presentation and identify specific request if any):  
  
I am trying to put on a fall festival this October, and I'm seeking financial support, and town backing.
6. Date of Council/Committee meeting at which you wish to appear: September 2
7. Are you representing:  
Yourself  
An Organization/Society/Club (Name):  
  
A Business (Name):  
  
Other (Please Specify):  
The committee that is trying to put this on.
8. Please attach a copy of your presentation and any other background information to this application. Your presentation will be provided to Council prior to the meeting to provide Councillors an opportunity to review your submission.  
  
[https://docs.google.com/document/d/1ImUK912z8Jmtx2bhbK2xLI\\_NxWUpZUTQYldV2dssR4/edit?usp=drivesdk](https://docs.google.com/document/d/1ImUK912z8Jmtx2bhbK2xLI_NxWUpZUTQYldV2dssR4/edit?usp=drivesdk)
9. Does your presentation require audio/video equipment? If so, please specify requirements:

Please return the completed form to: Jeff Shaw, Chief Administrative Officer  
67 3<sup>rd</sup> Avenue West  
Box 280, Cardston, AB T0K-0K0  
Fax: 403-653-2499 Email: [jeff@cardston.ca](mailto:jeff@cardston.ca)

Council Meetings are held in the Council Chambers of the Town Office: 67 3<sup>rd</sup> Avenue West,  
Cardston, Alberta. Please call the Town Office to confirm meeting date(s) at (403) 653-3366.

***For Office Use Only***

***Date Request Received:***

***Approved: Not Approved: Applicant Notified:***

***Reason Not Approved:***

***Date of Presentation:***

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## Presentation to Cardston Town Council: Fall Festival Proposal

**Presented by:** Sam Hudson

**Council Meeting Date:** Tuesday, September 2nd, 2025

**Proposed Event Date:** Fall 2026

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## Purpose of Presentation

I am seeking the Town of Cardston's **approval and support** for organizing a **Fall Festival** that will:

- Strengthen community engagement
  - Boost the local economy and support businesses
  - Establish a seasonal tradition unique to Cardston
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## What I'm Requesting from the Town

1. **Approval in Principle** to host the Fall Festival on Main Street and the football field
  2. **Town assistance** in requesting Main Street closure from **RCMP**
  3. **Use of Town Facilities:**
    - **Civic Centre** – to host a fundraising dinner
    - **Football Field** – for games and entertainment
    - **Town Power Access** – for sound and lighting
    - **Event Advertising** – town calendar, social media, newsletter
  4. **Financial Support of \$4000** to cover key event expenses
    - *Note: Any unused or regained funds will be returned to the Town.*
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## Festival Overview

**Event Date:** Fall 2026

**Festival Hours:** 12:00 PM – 9:30 PM

**Setup/Cleanup:** 10:00 AM – 12:00 AM

### Activities & Attractions:

- **Main Street Market** – Local vendors, treats, and handmade goods
- **Community Apple Juicing** – Residents bring apples for fresh juice
- **Pie eating contest** – Main street/3rd Ave intersection

- **Dance** – Main street/3rd Ave intersection (evening)
- **Children's Games** – Sack races, capture the flag, hay rides
- **Live Entertainment** – Fiddlers and walking scarecrows
- **Fundraising Dinner** – Hosted at the Civic Centre
- **Decorations** – Pennant banners, fairy lights, autumnal crowns

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## Budget Overview

Expense	Estimated Cost
Decorations (lights, banners, crowns)	\$1500
Sound equipment	\$200
Kids' activities & supplies	\$300
Event advertising	\$50
Insurance	\$1000
Pie eating contest	\$500
Fundraising dinner	\$500
<b>Total</b>	<b>\$4050</b>

Additional income may be raised through vendor fees and the fundraising dinner.

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## Committee Members

This festival is backed by a strong committee of passionate, community-minded individuals:

- **Naomi Pedersen**
- **Deb Bartok**
- **Jennifer Bennett**

Each brings experience in event planning, community service, and organizational leadership.

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## Why This Festival Matters

- **Strengthens Community Bonds** – Encourages residents to gather and connect

- **Supports Local Businesses** – Increases visibility and revenue
  - **Promotes Cardston** – Positions our town as a seasonal destination
  - **Sows Tradition** – Lays the foundation for an annual community event
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## Next Steps


- Receive **approval in principle** from Council
  - Begin **formal coordination** with RCMP
  - Finalize **funding decision and facility bookings**
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## Contact Information:

**Sam Hudson**

 [samdeanhudson@gmail.com](mailto:samdeanhudson@gmail.com)

 5873704434

 119 2nd St West

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