

Sponsorships:

Sponsorship opportunities are available for organizations and individuals. Levels range from \$290 to \$15,000 and carry a variety of benefits depending on the level of giving. We invite you to consider whether your employer and/or company would match your donation. The deadline for sponsorship opportunities is **October 4, 2019**. Please see the [sponsorship information forms](#).

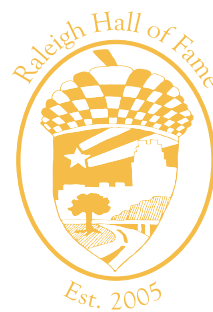
Advertisements:

The printed program will include black and white advertisements. Consider honoring an inductee with an advertisement. (Samples of previous ads can be sent to you if requested.)

Full-page ad (7.5" x 7.5"):	\$ 600.00
Half-page ad (7.5" x 3.5"):	\$ 400.00
Quarter-page ad (3.5" x 3.5"):	\$ 250.00

Hi-resolution PDF files are preferred although we can accept Adobe InDesign or Photoshop/Illustrator; we are unable to accept Microsoft Publisher files. All ads will be printed in black and white (grey scale). The camera ready artwork should be submitted as close to the chosen ad size and as crisp as possible. Payment should be made at this time. The deadline for submitting an ad is **October 4, 2019**. Please see the [attached advertisement information forms](#).

**If you have any questions, please contact
Laura Isley or Amy Merriman at 919-909-2753.
You may also contact Laura or Amy via email:
Laura@raleighhalloffame.org or Amy@raleighhalloffame.org.**



Hall of Fame 2019

Raleigh Hall of Fame
P.O. Box 6128
Raleigh, NC 27628-6128
www.raleighhalloffame.org



2019 Raleigh Hall of Fame Induction Ceremony and Celebration Wednesday, October 30, 2019 Raleigh Convention Center Information Sheet

Induction Ceremony: Eight individuals, two organizations and two centennials have been chosen for the 2019 induction into the **Raleigh Hall of Fame**. The Induction Ceremony will take place **Wednesday, October 30, 2019** at the Raleigh Convention Center. Doors will open at 6:00 p.m. and the sit-down dinner will begin at 7:00 p.m. The Induction Ceremony will begin at 8:00 p.m.

Invitations: The Raleigh Hall of Fame will mail printed invitations approximately six weeks prior to the October 30, 2019 ceremony. Each honoree will be asked to provide an invitation list to the Raleigh Hall of Fame. The deadline for receiving the names and addresses is **Monday, August 5, 2019**. **The list must be sent to us electronically in an Excel spreadsheet format. An example of the format is included in this packet.**

If honorees wish to mail invitations themselves, the Raleigh Hall of Fame can provide the necessary invitations and blank envelopes. In addition, we will have extra invitations for any last-minute guests the inductees wish to invite.

Reservations: Each honoree or his/her designated descendent will receive two complimentary reservations for the dinner and ceremony. Each nominator will receive one complimentary reservation to the dinner and ceremony.

Additional reservations, at a cost of **\$95.00 each**, may be made after August 5, 2019. To make reservations after August 5, 2019 go to the Raleigh Hall of Fame website: www.raleighhalloffame.org and follow the instructions for online purchase **or** mail a check for **\$95.00** per reservation, along with your full name and names of your guest(s), to:

Raleigh Hall of Fame
P.O. Box 6128
Raleigh, NC 27628-6128

All reservations will be held at the door for pick-up on October 30.

**If you have any questions, please contact
Laura Isley or Amy Merriman at 919-909-2753.
You may also contact Laura or Amy via email:
Laura@raleighhalloffame.org or Amy@raleighhalloffame.org.**

Parking:

A parking deck and two outside parking lots within one block from the Convention Center are available for a fee. There will also be valet parking available at the front of the Convention Center at the Salisbury Street entrance.

Dress:

This is a festive celebration, and dress from Sunday clothes to cocktail attire is appropriate for all guests and honorees.

Pre Ceremonial Activities:

Inductee Family Photograph: Inductees and their family members are invited to gather beginning at 4:45 p.m. on October 30 in Room 402 of the Convention Center to have their pictures taken with their families or representatives of deceased inductees or non-profit organizations. Following this photograph session, inductees and family members may go to the Ballroom Lobby for the cocktail reception and to meet other guests.

Class of 2019 Photograph: All inductees and award recipients are to return to Room 402 of the Convention Center at 5:45 p.m. on October 30 for a class of 2019 inductees photograph. Following this photograph session, all inductees will return to the Ballroom Lobby for the cocktail reception and to meet other guests.

Everyone should be seated at their dining table by 7:00 p.m. for the welcome, invocation and dinner. At 7:45 p.m., the nominators of the inductees will usher the inductees/designated recipients to their seat on the stage. The inductees/recipients will remain on the stage until the end of the ceremony.

Seating:

The inductee's family and their friends/guests may reserve a table (**10 persons at a table**) or request to be seated together. We will make every effort to accommodate the inductee's family and friends/guests at the same table. Any more than ten (10) guests will be accommodated at a nearby table if possible.

There will also be reserved tables for our event sponsors.

All seating requests must be made by **October 16, 2019** to Laura Isley or Amy Merriman. Each reserved table will be marked accordingly.

Program:

The evening's program will begin at 8:00 p.m. and will include a video of the nominators explaining how their inductees have significantly contributed to the City of Raleigh. The Master of Ceremony will introduce each honoree and his/her video, and they will be presented with the medallion.

Printed Program:

The printed program will describe the accomplishments of each honoree and will provide a keepsake for family and friends. For this program, we need a **portrait photo** of each inductee or a **logo** for each organization being inducted. Logos/portraits should be submitted electronically to Kathy Erp Howell (see below) or brought with you at the time of video taping.

For additional information about the printed program and the photo/logo used in the printed program, contact:

Kathy Erp Howell at kerp@mindspring.com or 919-847-4786

Inductee Video:

Videos will be produced featuring interviews with each of the nominators (or designees) and will highlight how the inductees have significantly contributed to the City of Raleigh. These videos are scheduled for _____ and _____. **Please see the sign-up sheet at the breakfast to see pre-scheduled dates and times. Due to the length of each video, we request only one individual tape on behalf of each nominee.**

Working with your inductee or family, please assemble photos, news clippings and other memorabilia that will help tell the story of your nominee. Label each item with a note that explains (if necessary) the subject of the photo/item. Please assemble these items now and have them ready to bring with you at the time of your taping. All materials will be returned to you.

The City of Raleigh will videotape the live ceremony for broadcast at a later date on their cable channel.

For information regarding the videos, contact:

Kathy Erp Howell at kerp@mindspring.com or 919-847-4786