



**Deliverable / Project: Special Project – Annual Heritage Calendar**

**Description of Project**

Created by Heritage Orangeville for Town of Orangeville residents for more than two (2) decades, the annual heritage calendar celebrates Orangeville’s unique history. Town of Orangeville residents can pick up the calendars at Town Hall, Alder Street Recreation Centre, the Tony Rose Memorial Sports Centre, Orangeville Public Library Branches, and the Lakeview annex. (Note: The 2026 and all future calendars will have to be sourced to an outside graphic company for completion).

**Budget Breakdown**

**Total budget for this project: \$4000**

**Scheduled Start and Completion Timeline**

**Phase 1: January – June**

- Two committee members to compile photos and historical information for the calendar, and to consult with and share progress on the calendar with the Committee
- Theme of the calendar to be discussed and approved by the Committee members (That (name of title) be approved as the (year) Heritage calendar theme)

**Who is leading this phase?**

Lynda Addy and Gary Sarazin

**Phase 2: September - October**

- Provide photos and historical information to Committee Secretary to provide to Communications for preparation of the calendar

**Who is leading this phase?**

Communications Division in consultation with Committee Secretary and Members

**Phase 3: November**

- Printing of the calendars (approximately 1500)



**Who is leading this phase?**

Communications Division

**Phase 4: December**

- Distribution of the calendars
- Town of Orangeville residents can pick up the calendars at Town Hall, Alder Street Recreation Centre, the Tony Rose Memorial Sports Centre, Orangeville Public Library Branches, and the Lakeview annex.

**Who is leading this phase?**

Committee Secretary to distribute Calendars to Facility staff to be delivered to Alder Street Recreation Centre, Tony Rose Memorial Sports Centre, Orangeville Public Library Branches and Lakeview Annex.

**Resources**