



## United Neighborhoods of Evansville, Inc.

Neighborhood Associations working together to preserve, enhance, and promote the Evansville and area neighborhoods

320 SE Martin Luther King Jr Blvd, Suite B, Evansville, IN 47713 | (812) 428-4243



TO: Neighborhood Association Presidents

RE: Association Preparation for the 27<sup>th</sup> Annual Sparkplug Recognition Banquet

### DINNER REGISTRATION

For this year's banquet, **your dinner choices** are as follows:

- **CHICKEN CHOICE:** Herb Chicken, Herb Roasted Potatoes and Seasonal Vegetable Medley
- **VEGETARIAN CHOICE:** Eggplant Cannelloni served with Herb Angel Hair Pasta w/ Roasted Red Pepper Sauce and Vegetable Medley

All Meals Will Have:

- Seasonal Salad
- Rolls
- Cheesecake with Strawberry Mint Compote
- Coffee, Decaf, Iced Tea & Lemonade

### **REGISTRATION COST & BENEFITS:**

UNOE Neighborhood Association members' **cost is \$15.00 per person** and must be paid in advance. (The true cost of the dinner is **\$32.95** per person.) **24 registered people did not show up in 2023 costing UNOE \$430.80.** Emergencies happen but encourage your neighbors to attend if they register.

**Cost will be \$20.00 at the door and no guarantee of a meal. Register in advance.**

By sending at least one member of your Neighborhood Association to the banquet, your neighborhood receives a grant to cover your 2025 Membership Dues.

Please use the enclosed **Dinner Registration Form** to submit the names of those attending and their dinner choices. Mail/Deliver the completed registration form with your check to:

United Neighborhoods of Evansville, 320 SE Martin Luther King Jr Blvd, Suite B, Evansville, IN 47713  
**Registration and payment deadline is Thursday, October 10, 2024!**

### NEIGHBORHOOD PARTICIPATION

In addition to your dinner registrations, the Sparkplug Banquet Committee encourages participation from all Neighborhood Associations in this event in the following ways.

1. **PROGRAM AD** – Interested Neighborhoods are invited to **purchase an ad** in the banquet program. A sponsorship letter is enclosed that outlines the varying levels of sponsorship. The **sponsorship form and any art/logos need to be submitted to the UNOE office by Tuesday, October 1, 2024**, for inclusion in the program.
2. **PHOTOS** - Each Neighborhood Association is encouraged to submit up to 5 photos of persons, projects, buildings, etc. that **show something positive** about your association's work and/or your neighborhood's assets. Neighborhoods are encouraged to tie this in with our Sparkplug Award Banquet theme "Are We There Yet?"
  - A one-line caption should accompany each photo for use in a PowerPoint presentation.
  - **Photos are due Tuesday, October 1<sup>st</sup> (digital or printed). Please deliver or e-mail them to the UNOE office.** Use [office@unoevansville.org](mailto:office@unoevansville.org) for digital photos.

3. **NOMINATIONS** - Each Neighborhood Association may nominate **one** individual, group, business, or organization that **resides in your neighborhood** to receive your neighborhood **Sparkplug Award** at the banquet. Reflect on who has gone above and beyond to help their neighbors and their neighborhood. Consider “Why does this person or group deserve this award?” as you select your Sparkplug Award nominee.

- **The Office will prepare a certificate for you.**
- The Association President or designee should write a brief description about the award winner. The description will be **read from the podium by the emcee** as the NA president/designee presents the award to the winner.
- Your winner will be **featured in the UNOE Neighbor to Neighbor November/December 2024 newsletter** and on the **UNOE website**.

The enclosed **Sparkplug Award nomination form** is due on **Thursday, October 10th**. Please **deliver, mail, or scan and email the completed form to the UNOE office**. Use [office@unoevansville.org](mailto:office@unoevansville.org) when emailing.

4. **DOOR PRIZES** – The door prizes are regularly one of the highlights of the evening! It’s interesting to see what the neighborhoods come up with theme-wise.

- Neighborhood Associations are asked again to participate this year by making a **themed basket or wreath** for a **door prize** which those in attendance are eligible to win. This is a great way for your neighborhood to get involved and participate in this great evening.
- The enclosed Door Prize Donation Form is due **to the UNOE office by Thursday, October 10, 2024**, so that your neighborhood’s participation can be included in the program.
- **Bring your basket/wreath to the Banquet that night.**

We look forward to spending the evening with you as we celebrate and honor the wonderful work and accomplishments of neighborhoods!

Sincerely,

Lindsey Schenk, President  
United Neighborhoods of Evansville  
and the UNOE Board

*2024 Sparkplug Banquet Committee*

Jenny Thomas, Chair	
Carisa Campbell	Vera Campbell
Susan Harp	Lu Porter
Lindsey Schenk	Bob Thomas