

**23.38.FW Burnaby Central Railway**

**Wong, Elaine**

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**To:** Marie Rogers  
**Subject:** RE: Burnaby Central Railway 30th Anniversary signage and printing needs

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**From:** Marie Rogers [REDACTED]  
**Sent:** June-05-23 4:45 PM  
**To:** Wong, Elaine <Elaine.Wong@burnaby.ca>  
**Subject:** Fwd: Burnaby Central Railway 30th Anniversary signage and printing needs

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Hi Elaine,

I just spoke to the supervisor of the City of Burnaby print shop, Yee Law, who explained the process for non-profit org's such as ours, to request funding for print services through a grant. There isn't time to go through the usual channels and get legislative approval (I've tucked that away for next time), but I thought I would ask if there are any discretionary funds available to help with our request. I need approx. \$1000 in print services + \$500 or so for graphics/ art work. Can the city help? Yee says they can get this turned out in time if we get funding approval. If not, I will try to get this done in time through a corporate sign company.

We plan to leave the large banner signs and window signs (explaining our history) up for the remainder of the season. The only ones that would be for the weekend only are the A frame sandwich boards and table top signs.

Thanks,

Marie  
[REDACTED]

Begin forwarded message:

**From:** Marie Rogers [REDACTED]  
**Subject:** Burnaby Central Railway 30th Anniversary signage and printing needs  
**Date:** June 2, 2023 at 2:05:45 PM PDT  
**To:** [communications@burnaby.ca](mailto:communications@burnaby.ca)

Hello there,

I'm not sure if you are able to help, but someone in our organization said that Don Whitmore used to help the railway with these things in the past, so I should ask.

I'm the Director of Communications for the Burnaby Central Railway. In two weeks we will be celebrating our 30th anniversary at our Confederation Park location (see attached backgrounder). Mayor Hurley, someone from Burnaby Parks, as well as at least one MLA and MP will be attending the official celebration at 2:30pm on June 17th.

We need to get two large banners and other signage for the property, as listed below. Is the City of Burnaby print shop able to help with this? We are a volunteer organization on city land, so it's a bit unclear and your guidelines may have changed Either way, please let me know at your earliest convenience, so I may source this elsewhere if your print shop is unable to do so.

**1993 – 2023**  
**Burnaby Central Railway**  
**30 Years at Confederation Park**

**Request**

Two 10 ft X 3.5 ft outdoor, vinyl banners with grommets to hang on a fence

Two A-Frame (Sandwich board) signs explaining what's going on

Two Window / wall signs explaining what's going on

Two table top signs for Welcome reception

Thank you in advance for your advice and prompt reply,

Marie Rogers  
Director of Communications  
[BCSME.org](http://BCSME.org)

