

Instructions for Sponsorship Request Application Form:

Who needs to submit this form:

Anyone who is holding an event within town limits, whether on town property or not, and who is not seeking financial support for the event. In essence, if you have marketed the event in any form or media, then you need to complete the connected application for Town Awareness and Coordination. Anyone who is placing signage within town limits for an event.

Examples: a race that is located in or goes through the town, a parade, a festival or event on private property that will cause a large gathering.

Tasks the require town coordination:

- Approval by Town Council needed for another entity (County, State or Federal)
- Placement of non-permanent items with Town Administrator or Maintenance
- Notification to residents that there may be a disruption to traffic, etc

Timeframe: Applicants should submit an application no later than 45 **days before** the date of the event and one of the routinely scheduled Town Council meetings.

- All applications **must** be received no later than **one** monthly Town Council meeting before the date of the event - no exceptions / no special meetings

Reporting Requirement:

- Ensuring that all signage has been removed and areas cleaned up. Ensuring that any area is returned to its “normal” state. For example: porta-johns have been removed. Upon completion of these tasks by requesting entity, this should be reported to the Town Administrator that the tasks are complete.

Internal Notes

This only needs to be a Discuss/Approve Town Council agenda item if it requires Town Council to officially approve the event to satisfy another Government entity.

Otherwise, this only needs to be brought up to Town Council as an awareness, the same as if it were an attendee concern.

Sponsorship Request Application Form

This request is for non-funding sponsorship requests. Please refer to [Policy instruction document](#) for assistance in completing this form. This completed application and all supporting documentation must be received a minimum of 45 days AND one regularly scheduled Town Council meeting prior to the event date.

Organization, Business or Committee Name: _____

Request date (mm/dd/yyyy): _____

Organization Location and Mailing address:

Website: _____

Tax ID (EIN): _____ Tax exempt status: Yes No

Describe the nature of this organization: _____

Point of Contact/Title for this request: _____

Phone: _____ **Email:** _____

Date of Event (mm/dd/yyyy): _____

Location of Event: _____

Request Category:

Event – Ex: need Town awareness

Activity – Ex: Race, need coordination

Arts/Culture – Ex: need Town Awareness

Other (specify): _____

Briefly Describe the type of event that your organization is hosting:

Describe the role the Town needs to take in order to help make your event a success.

What are the direct goals/objectives of the project/event?

How many people will benefit from the planned project/event?

Will your organization need to coordinate placement of items on Town property or in public rights of way? Please specify.

Will your organization be placing signage directing participants to the event? If so, what date will signs be placed and what date will signs be removed?

Has your organization coordinated with all appropriate Emergency/Police/Fire Services? Please include detailed plans and Points of Contact here:

EMS POC and #:

Police POC and #:

Fire POC and #:

Plans: