



Event Request Form

Application Deadline: September 30

The Hotel BID will take applications once yearly for distribution the following January. Your organization will be required to present your request at the annual November meeting.

Your completed submission should include:

- Completed Application Form (attach sheets if necessary)
- Financials for Previous Year
- Proposed Budget
- List of Funding Sources

Amount of Funding Request: \$ _____ Date of Event: _____

Contact Information:

Name of Organization: _____

Contact Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Event Overview: _____

Who is the target audience: _____

Number of estimated attendees: _____

Expected impact to the community from your event: _____

Marketing Strategy: _____

Please list recognition opportunities for contributors and sponsors of event: _____

How long has this event been held: _____

Event Budget: _____

Funding Sources: _____

Office Use:

Date Submitted: _____

Date BID Board Discussed: _____

BID Board Funding Determination: _____