

SPECIAL EVENTS
REQUEST FOR FUNDS

NAME OF EVENT: _____
DATE(S) OF EVENT: _____
LOCATION OF EVENT: _____
HOURS OF OPERATION: _____
SPONSOR/ORGANIZERS: _____
CONTACT PERSON: _____
ADDRESS: _____
PHONE – DAYTIME: _____ EVENING: _____

The Special Events Committee has funds available to help with some expenses for various City and special events in our community. Please consider carefully the expenditures that may be incurred for your event when requesting funds (see reverse side for a checklist). The Special Events Committee will review your application and make a recommendation to the City Council.

TOTAL AMOUNT BEING REQUESTED FROM S.E.C.: \$ _____
Please itemize what this money will be used for:

(The S.E.C. will only reimburse funds for the amount approved by Council. For budgetary purposes, no payments from S.E.C. funds for additional costs or overexpenditures will be made.)

The following is a list of items the City can provide for your event at no additional cost to you. PLEASE INDICATE ITEMS AND QUANTITY YOU WILL NEED:

Picnic tables: No/Yes - # _____ Extra Trash barrels: No/Yes - # _____
Power: No/Yes – 110V/220V/both _____ Water: No/Yes _____
Street Closure: No/Yes – Location: _____
Barricades: No/Yes - # _____ Location: _____
Snow fence: _____ ft.
Other needs please describe: _____

EVENT CHECKLIST

Please review the following list of some expenses that could pertain to your event planning and the costs that you may need to consider:

Advertising: Radio \$ _____ Newspaper: \$ _____ TV: \$ _____

Printing: Tickets/Flyers/Handouts: \$ _____

Mailings/Postage: \$ _____

Entertainment: \$ _____

Sound System: \$ _____

Decorations/Flowers: \$ _____

T-Shirts: \$ _____

Prizes/Trophies: \$ _____

Food/Refreshments: \$ _____

Room/Hall Rental: \$ _____

Hotel/Motel Accommodations: \$ _____

Security Officer (s): \$ _____

Rental Items: ___ tables- \$ _____/ea., ___ chairs- \$ _____/ea.,

___ tent/canopy- \$ _____/ea.,

___ porta-potties- \$ _____/ea.,

___ H.C. porta-potties- \$ _____/ea.

___ hand washing stations- \$ _____/ea.

___ trash dumpster(s)- \$ _____/ea.

TOTAL ANTICIPATED EVENT EXPENSES: \$ _____