



## Sports Event Sponsorship Program Application Checklist

### **APPLICATION CHECKLIST**

#### **Pre-Event, Application Process:**

Contact Office of Tourism Development to discuss the event

Sports Event meets all Eligibility & Funding Requirements

Application submitted 90 days prior to the start date of the event

Completed Application, Typed

Application Attachments

- Event Description

- Event Plan

- Special Event Marketing Plan

- Event Operational and Marketing Budget

- Event Sponsorship Packet

- Additional Attachments as needed

Estimated Economic Impact

Estimated Hotel Impact

#### **Pre-Event, Upon Application Approval:**

Complete Permitting Process

Complete Official Recycling Plan

Certificate of Liability due to County 30 days prior to the Event