



Special Event Marketing Program Application Checklist

APPLICATION CHECKLIST

Pre-Event, Application Process:

Contact Office of Tourism Development to discuss the event

Special Event meets all Eligibility & Funding Requirements

Application Submitted Prior to Deadline

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