



Special Event Marketing Program Application Process

APPLICATION PROCESS:

1. Contact the Office of Tourism Development (OTD) and outline your event to the appropriate staff.
2. Complete the Special Event Marketing Program Application in its entirety and submit electronically to the OTD by the provided deadline. All applications must be submitted online using the fillable forms, late or incomplete applications will not be considered. The OTD will take a minimum of 30 days to review the application and complete the internal processes.

Mailing Address:

West Pasco Government Center
8731 Citizens Drive, Ste. 135
New Port Richey, FL, 34654

Email:

lstmartin@pascocountyfl.net
tourism@pascocountyfl.net
➤ *Must include both email addresses*

3. Throughout the process, OTD will contact you to discuss further details of eligibility.
4. All Special Event Marketing Program applicants will be required to present their marketing plan and overall budget to the Tourist Development Council (TDC).
5. The TDC recommendations will be taken to the Board of County Commissioners (BCC) and Special Event Marketing Program funding will be awarded or declined.

ORGANIZATION PRIMARY CONTACT:

Each applicant shall designate a primary point of contact. This person will be responsible for maintaining all records, requesting reimbursement and providing invoices as well as an event recap and post event report. They will ensure that all guidelines are followed and all documentation is completed according to deadlines.

PERMITTING:

Each organization will be required to obtain a temporary event permit through the county or city municipality where the event is being held. All county permitting questions can be directed to Susan Piper at 727-847-8142 ext. 2376 or by email at spiper@pascocountyfl.net.