

PROPOSAL TO MOBERLY TOURISM ADVISORY COUNCIL

Name of Event:

Name of Sponsoring Organization:

Spokesperson / Contact name:

Names of other event organizers:

Proposed date of the event:

Location of the event:

How will the event be promoted?

Are there other sponsors for the event?

Dollar amount of the request:

HISTORY OF THE EVENT

Has this event been held previously?

If yes, answer the next six questions

1 Dates previously held

2 What is average attendance?

3 What specific interests are addressed by this event?

4 Would the event require at least one overnight stay by participants?

5 What has been the source of funding in the past?

6 Provide an income / expense recap for the most recent past event

BENEFITS (use extra paper, if necessary)

How will additional funds from the Tourism Advisory Council be spent?

How will additional funds from the Tourism Advisory Council enhance your event?

How will Tourism Advisory Council funds attract more visitors to Moberly?

CHECKLIST

Have you checked hotel availability for the date(s) of your event?

Have you checked for any conflicting events? (i.e. city, civic, park, school events)

Do you understand that payment will be on a reimbursement basis (with proper documentation)?

Provide a proposed / itemized budget for the event

RESULTS - the following must be provided within 30 days after the event is completed

Attendance summary (number and source)

Actual income / expense report