

PROPOSAL TO MOBERLY TOURISM ADVISORY COMMISSION

Section 1 - General Information

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?

List sponsors for the event?

Dollar amount of the request:

Section 2 - History of the event

Has event been held previously? **YES** - answer following questions. **NO** - go to section 3 on back of paper.

Dates held:

Average attendance:

Specific interests addressed by this event:

Did the event require at least one overnight stay by participants (yes or no)?

Source of funding for past event:

Provide an income and expense recap for the most recent past event.

(continued on back side of paper)

Section 3 - Benefits (use extra paper, if necessary)

How will funds from the Tourism Advisory Commission be spent?

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

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

Is event expected to generate a profit? If yes, what will be done with it?

Section 4 - Checklist

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

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

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

Provide an itemized budget for the event detailing all income and expenses.

Section 5 - Results

The following information must be provided within 30 days after the event is completed.

Attendance summary (number and source).

Report detailing actual income and expenses from the event.