

# COMMUNITY REDEVELOPMENT AGENCY (CRA)

## Special Event Sponsorship Instructions Checklist

\_\_\_\_\_ Event Name  
\_\_\_\_\_ Name of Organization  
\_\_\_\_\_ Event Address  
----- Event Date(s)  
\_\_\_\_\_ Projected Attendance at Event (Minimum 1000)  
\_\_\_\_\_ Amount Requested (\$)

### Guidelines Checklist:

1. Itemized logistical needs and cost sheet provided by the City's Parks and Recreation Department/Special Events Committee?  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
2. Description of the organization/business hosting the event, its mission statement, and its board of directors (if applicable)  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
3. Description of event, event location details, demographic being served, expected number of attendees, and explain how the event supports the mission of the CRA.  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
4. Budget of the event identifying funding sources and expenditures. Budget should be for the year funding is requested. A narrative explaining the budget may be attached.  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
5. If the event was held in the past, include results from the most recent event, including financial information.  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
6. Details about how the CRA will be recognized, if the sponsorship request is approved, on promotional materials, and/or during the event.  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
7. Special Event Sponsorship Application Signed by Applicant  
\_\_\_\_\_ Yes      \_\_\_\_\_ No

P&R Special Event Permit (Issued prior to Board Approval) Date Issued \_\_\_\_\_  
CRA Board Approval Date \_\_\_\_\_  
CRA FY Budget \_\_\_\_\_  
CRA Interfund Transfer Reimbursement Date \_\_\_\_\_

Notes: \_\_\_\_\_  
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