

COMMUNITY REDEVELOPMENT AGENCY (CRA)

Special Event Sponsorship Instructions Checklist

Holiday Festival of Lights Event Name
Chamber of Cape Coral Name of Organization
CLPwKy E - Del Prado to Coronado Event Address
12/17/2024 Event Date(s)
20,000⁺ Projected Attendance at Event (Minimum 1000)
\$5000 Amount Requested (\$)

Guidelines Checklist:

- Itemized logistical needs and cost sheet provided by the City's Parks and Recreation Department/Special Events Committee?
 Yes No
- Description of the organization/business hosting the event, its mission statement, and its board of directors (if applicable)
 Yes No
- 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
- 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
- If the event was held in the past, include results from the most recent event, including financial information.
 Yes No
- Details about how the CRA will be recognized, if the sponsorship request is approved, on promotional materials, and/or during the event.
 Yes No
- Special Event Sponsorship Application Signed by Applicant
 Yes No

P&R Special Event Permit (Issued prior to Board Approval) Date Issued 8/8/24
CRA Board Approval Date _____
CRA FY Budget _____
CRA Interfund Transfer Reimbursement Date _____

Notes: _____

