

# COMMUNITY REDEVELOPMENT AGENCY (CRA)

## Special Event Sponsorship Instructions Checklist

New Year's Eve Celebration Event Name  
CC Parks + Recreation Dept Name of Organization  
923 SE 47<sup>th</sup> Terr Event Address  
12/31/24 Event Date(s)  
3K-5K Projected Attendance at Event (Minimum 1000)  
\$5000.00 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 8/9/24  
CRA Board Approval Date \_\_\_\_\_  
CRA FY Budget \_\_\_\_\_  
CRA Interfund Transfer Reimbursement Date \_\_\_\_\_

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