

EVENT NAME:

EVENT DATE:



**CITY OF TAMPA SPECIAL EVENT
CO-SPONSORSHIP APPLICATION**



APPLICATION MUST BE SUBMITTED A MINIMUM OF 90 DAYS PRIOR TO THE FIRST EVENT DATE IN ORDER TO BE CONSIDERED BY THE SPECIAL EVENTS CO-SPONSORSHIP COMMITTEE

Applicant shall, at a minimum, address the criteria set forth in this application form. Any person, applicant or authorized agent may appear in person before the Special Event Co-sponsorship Committee on the day scheduled for consideration of the application. The Co-sponsorship Committee shall consider the following in deciding whether to approve a request for co-sponsorship. If the application does not provide sufficient space for your responses, please use attachments and be sure to clearly label them.

1. What specific city services are you requesting?

2. Explain how your event serves a public purpose of community-wide importance.

3. Why are you requesting co-sponsorship?

4. What, if any, and to what extent, is the media or publicity campaign planned for the event?

5. Please provide documentation of your financial ability to provide all other services required for the event, except those services which the city is being asked to co-sponsor. Attach a separate sheet if necessary and label ITEM #CS-5.

6. What is the prior history of your event?

7. Do you have additional co-sponsors? If yes, identify each one.

8. What are the costs to conduct your event? Applicants are expected to provide a budget for the event and identify the total contribution by each co-sponsor.

9. Is your event open to participation of all citizens?

10. How will your event promote and attract visitors to the city?

11. What is the estimated economic impact of your event on the city?

12. Will your event impact the surrounding neighborhoods? If yes, how will the impact be mitigated?

13. What is the pre-event set up and post event removal and clean up plan for your event?

14. What is the security plan for your event?

15. Are you requesting use of the city seal? If "Yes," describe in what manner and in what publications the city seal will be used.