

Dear Event Planner,

The Tallahassee City Commission has developed a Special Events Committee to serve in an advisory capacity regarding annual funding of in-kind services for special events held on property owned or controlled by the City and co-sponsored by the City.

The function of the Special Events Committee is to review applications for requests of in-kind services from the City; to recommend which public events are to be City co-sponsored; and to recommend to the City Commission an in-kind funding amount for each co-sponsored public event.

This new process will replace previous methods of requesting and/or obtaining in-kind City services for your special event. All special events previously supported as a City co-sponsored event will be required to apply. Any special event open to the public, with no admission/ticket fee, and held on city owned or controlled property is invited to apply, even if you have not previously received City in-kind services. We believe this approach will streamline the process and provide a consistent method for requesting services while allowing you, the event organizer, the benefit of set procedures and timelines in both the request and response processes.

Included in the City in-kind services request process is a Special Event Co-Sponsorship Application and criteria for ranking applications that promote the goals and objectives for funding of City co-sponsored special events. By applying for Co-Sponsorship from the City of Tallahassee you agree, if approved, that the City of Tallahassee will receive top-tier level sponsorship recognition including logo recognition in all printed material and online promotional materials for the event.

The Special Event Co-Sponsorship Application will be available to organizations that will host special events for the public during Fiscal Year 2017, which starts on October 1, 2016

and ends on September 30, 2017. The Special Events Committee will make recommendations to The Tallahassee City Commission who will make final decisions on funding. If you are selected for recommendation for co-sponsorship and you do not obtain the required special event permit in a timely manner, your approval will be voided. The Special Event Co-Sponsorship Application does not take the place of the Special Event Permit Application. Please contact the Special Events Division Staff at (850) 891-3885 to make arrangements to receive all necessary Permit Application paperwork.

Approvals of such services are for the term of Fiscal Year 2017. Applicants will be required to submit applications each following year for consideration of support for that Fiscal Year.

Applications will be accepted beginning immediately. Applications must be received by 5:00PM on Friday, June 3, 2016. Applicant details, including the guidelines and application, are available by email, can be sent via US mail upon request, or may be picked up from the Special Events office with Parks, Recreation and Neighborhood Affairs (PRNA), which is located at 912 Myers Park Drive.

If you have any questions about the Special Events in-kind services request program, please review the information on-line at the link above or call the Special Events PRNA office at 850-891-3885.

CITY OF TALLAHASSEE SPECIAL EVENT CO-SPONSORSHIP APPLICATION

City of Tallahassee Co-Sponsorship Eligibility

	YES	NO	Comment
Is there an admission, ticket or entry fee?			
Is the event open to the public?			
Will the event be accessible/ADA Compliant?			
Will the event be held on City owned/controlled property? (Indicate property in the comment section)			
Has (or will) a Special Event Permit been applied for? (Indicate status of application/approval in comment section)			

You must answer NO to the first question and YES to each of the following questions to be eligible for City co-sponsorship of in-kind services.

Special Event
Co-Sponsorship Application
DUE DATE: **June 3, 2016** by 5:00 PM EST

Submit Application via email to Allison.Behrman@talgov.com

Mail or deliver to the attention of:
Special Event Co-Sponsorship Application
912 Myers Park Drive
Tallahassee, FL 32301

PART I

A. General Information

Name of Event:		
Date of Event:		
Date X:	Start Time:	End Time:
Date X:	Start Time:	End Time:
Date X:	Start Time:	End Time:
Location/Facility Requested for event (Ex. Tom Brown Park, Playground):		
Description of Event:		

Name of Applicant/Applying Organization:		
Address:		
City:	State:	Zip:
Phone Number(s):		
Fax:		
What type of Organization are you?	Non-Profit	For Profit Other
Website:		
Social Media Sites:		

Contact Person and Title:		
Phone Number(s):	Email:	
Address:		
City:	State:	Zip:
Description of Organization:		
What experience does your organization have in organizing events?		
Please provide a brief explanation of how your event will benefit the community (Ex. Culture and the Arts, Economic Growth, Quality of Life, etc.)		

B. Event Information

Type of Event: Circle all the apply:
Festival Block Party Public Assembly Walk/Run Concert/Performance
Parade/Procession/Motorcade
Other (Please describe)

Estimated Attendance: Local _____ Visitors _____

Estimated number of overnight visitors: _____

Anticipated number of room nights: _____

Expected Economic Impact on the community: _____

Provide a brief description of your event marketing plan:

Estimated Budget to Produce Event (attach budget if desired): _____

List all sources of funding, including in-kind contributions, and the amount that you have applied for or have been approved for, for this event. (Indicate status of either applied or approved).

List the total amount of other monetary contributions/donations you have received or expect to receive to produce this event:

Received: \$ _____ Expect: \$ _____

List media partners and the type/value of services being provided:

Describe how you will measure the success of your event:

Part II – Scope of Event

Estimated number of food vendors: _____
Estimated number of Exhibitors: _____ Other Merchants: _____
Do you request electrical services?
Do you request water services?
Number of trash receptacles needed: _____
Will food and/or nonalcoholic beverages be served or sold?
Will alcoholic beverages be served and/or sold?
Will the event include tents greater than 900 Sq. Ft (30x30)?
Will the event be utilizing a stage?
Who will be providing the stage?
Who will be providing audio and lighting?
Will you be requesting barricades/how many?
Will the event require police services for alcohol, security or crowd control?
Will the event require street closures?
Please check what services you are looking to have covered by so-sponsorship: All Possible _____ Electric _____ Water _____ Solid Waste _____ Staging _____ Sound/Audio _____ Rental Fees _____ Barricades _____ Police _____ Other (please explain) _____

Print Applicant Name

Applicant Signature

Date

To be completed by City Staff

	Points
Economic Impact: \$ _____	
Total Attendance/Participation Numbers:	
Longevity:	
Destination Event:	
Cultural/Community Significance:	
Single Day vs. Multi-Day or Seasonal:	
Total	

Scoring System

Economic Impact: _____ Up to 4 points can be earned in this category

- 1 point = \$1 - \$99,999
- 2 points = \$100,000 - \$999,999
- 3 points = \$1,000,000 - \$4,999,999
- 4 points = \$5,000,000 +

Attendance/Participation: _____ Up to 4 points can be earned in this category

- 1 point = 1 – 499
- 2 points = 500 – 4,999
- 3 points = 5,000 – 9,999
- 4 points = 10,000 +

Longevity _____ Up to 3 points can be earned in this category

- 1 point = 1 year to 4 years
- 2 points = 5 years to 9 years
- 3 points = 10 years or more

Destination Event _____ Can only earn 1 point for this category

- 1 point = YES
- 0 points = NO

Cultural/Community Significance: _____ Can only earn 1 point for this category

- 1 point = YES
- 0 points = NO

Single Day vs Multi-Day or Seasonal (Single Day events that occur as a series throughout a specific time frame):

Can only earn 1 point for this category

- 1 point = Multi- Day/Seasonal
- 0 points = Single Day

City of Tallahassee Special Events Co-Sponsorship Request FAQ's

- Am I required to use Tallahassee Police Department for security and/or road closures?

All events requiring a road closure must go through TPD. Any event that is serving and/or selling alcohol is required to have sworn TPD officers. Events may hire additional security but TPD is required.
- Who can apply for City Co-Sponsorship?

Any organization putting on an event on property owned or controlled by the city and that is free and open to the public. Events that require admission fees or tickets are not eligible.
- I have submitted my application, when will I know if my event is being co-sponsored?

TBD
- Where can I get the paperwork?

City of Tallahassee Parks, Recreation and Neighborhood Affairs Special Events office located at 912 Myers Park Drive.
Via email at Allison.Behrman@talgov.com
Sent via US Postal Service by request only.
- When is my application due?

Must be received by 5pm on Friday, June 3rd, 2016.
- Can I appeal a decision made by the SEC and the commission?

Yes, you must follow the appeal process set by the Special Events Committee.
- Am I eligible for City Co-sponsorship even while receiving other funds and grants?

Yes
- Will the Co-Sponsorship application serve as my Special Event Application?

No, there are two separate applications, both must be filled out.