

# SPECIAL EVENT APPLICANT CHECKLIST



**Evansville Convention & Visitors Bureau  
Evansville, Indiana**

# SPECIAL EVENT APPLICANT CHECKLIST



## THIS FORM MUST BE COMPLETED BY APPLICANT

Name of Event \_\_\_\_\_

Date Submitted \_\_\_\_\_

I have:

- Received and understood the separate "Special Events Policy"
- Completed the "Special Event Application" form
- Enclosed a description of all planned activities (or provided in application form)
- Enclosed a sponsor list (categorized by "confirmed" and "pending")
- Enclosed a vendor/exhibitor list (categorized by "confirmed" and "pending")
- Enclosed an event map
- Enclosed security/safety plans
- Enclosed a detailed budget
- Enclosed an advertising and promotion plan
- Enclosed copies of promotional materials (if available)
- Enclosed a summary of previous special event experience of organizer(s)
- Enclosed a history of event (if previously produced)
- Indicated the type(s) of assistance requested
- Indicated the amount of financial support (if requested)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date