

TOURISM EVENT GRANTS

SAMPLE EVENT PLAN

****PLEASE ENSURE YOUR EVENT PLAN ADDRESSES THE ITEMS BELOW****

- Describe your organization.
- What is the name of your event?
- What type of event are you planning (arts, music, historic, cultural etc.?)
- What is the purpose of the event?
- Event description summary (250 words)
- Location of the Event:
- Who are your partners? (local municipality, chamber, nonprofit, and/or businesses)
- Is there parking for the event and where is it located?
- Is the event handicapped accessible?
- Describe the type of local vendors that will be present at your event
- Will there be entertainment?
- Will there be alcohol at the event?
- Do you have event insurance or will you have event insurance?