

Evansville Convention & Visitors Bureau

# Special Event Applicant Checklist

**THIS FORM MUST BE COMPLETED BY APPLICANT**

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Name of Event

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Date Submitted

- 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)

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Authorized Signature

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Date

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Print Name



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