

-Official Use-

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New 2022 Special Event Contest Application

Application Deadline: November 15, 2021

Date of Application: _____

Name of Organization: _____

Tax Number or EIN: _____

Representative of Organization:
(Contact Person) _____

Address: _____

City/State/Zip: _____

Contact Person's Business Telephone: _____

Contact Person's Home Phone: _____

E-Mail Address: _____

Name of Event: _____

Type of Event (please check):

- Artistic (concerts, art and craft shows)
- Cultural (ethnic, holiday or religious events)
- Economic (business and trade fairs, ex: farm equipment shows, home and garden shows, sports show (boat/RV/outdoor))
- Other festivals
- Recreational (entertainment sporting events and games)

Proposed Date of Event: _____

How Many Days: _____ Time Event Begins: _____ Time Event Ends: _____

Attach a detailed description of your event, including:

- Location.
- Activities, exhibits, entertainment.
- How many volunteers will this event require for the success of the event, and how will you fill this need.
- Your event's budget including anticipated expenses and revenues. Please submit budget detail.
- What provisions will the City or other governmental entity need to help with, including location, street closures, trash services, electricity, law enforcement, EMS, or other.
- Will alcohol be a part of your event and if so, please describe (allowed, sold, etc.).
- Will there be an admission fee and if so, please state tentative pricing.
- Will proceeds, or a portion thereof, go to a local charity and if so, please describe.
- What will be the economic impact on businesses, motels, bed and breakfasts, RV parks, area attractions, community organizations, churches, etc.
- Will there be an educational element and if so, please elaborate.
- Include a summary of your marketing plan; how far away do you plan to reach potential visitors, what ways where will you advertise and be sure to include your marketing budget in your event budget.
- Will this event fill a need for the community and if so, please describe.
- Do you see this as becoming an annual event?
- In closing, please share why you and your organization want this event to happen. Speak from the heart.

How this contest will be judged: Points will be tabulated to determine the winner.

Creativity and Fun – What is the “WOW” factor that makes this event unique? How much fun will the community, as well as visitors, have at this new event in Garnett? 1-20 points.

Process and Preparation – Organized, well thought out plan. 1-20 points.

Impact – The potential economic, educational, entertainment value the event gives the community. 1-20 points.

Complete Application – Application was submitted by the deadline containing the details outlining the event as the application requests. 1-20 points.

BONUS POINTS: The Garnett Tourism Advisory Committee will invite all applicants to present their new special event idea before the committee and City Commission on Tuesday, November 16. This is your opportunity to share your idea with the freedom to use creativity, enthusiasm, and props, similar to “Shark Tank”, only more like “Dolphin Tank” (no one gets hurt)! Time given: Up to five (5) minutes for presentation and up to five (5) minutes for Q&A. Times to be scheduled with applications. The public may attend. 50-100 points.

WINNER ANNOUNCEMENT: The winner will be announced no later than November 23, 2021, at the Garnett City Commission Meeting held at City Hall, 131 W. 5th Avenue.

The winning organization will receive a minimum \$1,000 Transient Guest Tax award through the Garnett TGT Marketing or Non-Marketing Grant process for approved expenditures to help with expenses associated with the new special event. This is not a cash award, but funds approved by the City Commission for approved expenses with the event.

Please complete this application and attached the additional information as described and submit it to:

Garnett Community Development and Tourism
Garnett City Hall
131 W. 5th Avenue, P.O. Box H
Garnett, KS 66032
Or email application to: tourism@garnettks.net

For questions, please contact:

Susan Wettstein, Director
Garnett Community Development & Tourism
785-448-5496, Option 7 -or- Email: susan@garnettks.net

Kris Hix, Administrative Assistant
Garnett Community Development & Tourism
785-448-6767 -or- Email: kris@garnettks.net

SIGNATURE OF APPLICANT

My signature hereby enters our organization's event application as complete to the best of our ability for competitive review with other such applications in the New 2022 Special Event Contest hosted by Garnett Tourism. I acknowledge, should this application win on behalf of the organization I am representing, that we agree to hold this event in 2022, subject extension of time only if agreeable with the Garnett City Commission. An Application for Transient Guest Tax Funds (Marketing and/or Non-Marketing) must be completed within 60 days of award announcement and will be subject to the recommendation of the Garnett Tourism Advisory Committee and approval by the Garnett City Commission, prior to use. Event organizers will adhere to state, county and city laws and requirements, and under no circumstances hold harmless the City of Garnett, its employees, members of the City Commission, members of the Garnett Tourism Advisory Committee of any and all liability. The City of Garnett reserves the right cancel this contest if deemed necessary, or to award one winner, or more than one winner.

Signature

Date