

**INSTRUCTIONS:** Please complete Sections A, B, C, and E if you are planning to host an event. Please complete Sections A - E if you are requesting any City Support. Please refer to the Event Check List and Deadlines for additional instructions, due dates, and event timelines.

## SECTION A: Event Sponsoring Organization Information

Sponsoring Organization:	Advocates for Victims of Violence, Inc.
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(Financially responsible party & must match certificate of insurance)

Physical Address:	551 Woodside Drive Valdez, AK 99686		
Mailing Address:	PO Box 524 Valdez, AK 99686		
Day Phone:	(907) 835-2980		
Email Address:	executive@avvalaska.org		
Organization Status:	For Profit	Will need to submit business license	
Check one	<input checked="" type="checkbox"/> Not for Profit	Will need to submit tax exempt documentation	
	Community Interest Group (Unorganized)		

Event Contact Person:	Rowena Palomar
Email Address:	executive@avvalaska.org
Cell Phone:	(907) 831-2308
Event website (if applicable):	www.avvalaska.org

## SECTION B: Event Information

Event Name:			
What type of event:	<input type="checkbox"/> Run/Walk	<input type="checkbox"/> Parade	<input type="checkbox"/> Street fair/park festival
Check all that apply	<input type="checkbox"/> Concert	<input type="checkbox"/> Private Party	<input checked="" type="checkbox"/> Other (specify) Gala dinner
Is this event a reoccurring annual event?	<input checked="" type="checkbox"/> Yes	New Event?	
If reoccurring event, are there any changes to this year from previous years?	YES		<input checked="" type="checkbox"/> NO
Explain:			
Event date(s):	November 10, 2018		
Event location(s):	Civic Center		
Event Set-up:	November 9, 2018		
Event Tear-down:	November 10, 2018		

## SECTION C: Event Details

1

Please provide event details and activities; include site maps, use of volunteers, safety & crowd control plans, etc. Supply additional documentation labeled EVENT DETAILS if more space is required.

Women of Distinction awards recognized women who have made a significant contribution to their communities and to the advancement of women in our society. Advocates for Victims of Violence is pleased to bring the program to Valdez. The celebration will include dinner, recognizing the Women of Distinction honorees, fundraising activities such as silent auction and door prizes.

Volunteers will help decorate the ballroom day before the event. Main doors and exits will not be blocked with decorations for safety.

Expected attendance:	Participants 30	Spectators 180	Total 210
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What is the targeted demographic(s) of your participants? Staff, board members, honorees and emcee

What is the targeted demographic(s) of your spectators? Valdez community members

Is this event free to the public to participate in? YES NO ☒

Is this event free to spectators? YES NO ☒

Is this event a fundraiser? ☒ YES ☐ NO

If fundraiser, who benefits? Women, children and men affected by domestic violence and sexual assault

Admission/ Event fees: \$45.00

Do you plan to utilize volunteers? YES ☒ Yes NO

2

Will items or services be sold at the event?

☒ YES

☐ NO

If YES, please explain:

There will be silent auction items during the event.

3

Will there be food at your event?

☒ YES

NO

If YES, will it be sold?

YES

☒ NO

Will vendors be cooking or heating food onsite?

YES

☒ NO

Will it be catered? YES

By Who: We have not selected the caterer yet.

4

Will your event involve the sale or consumption of alcoholic beverages?

☒ YES

NO

If YES, will it be sold?

☒ YES

NO

Will it be catered? YES

By Who: We have not selected the caterer yet.

You will need to apply for an alcohol waiver to be on any City property. Have you applied for this waiver?

YES

NO

5

Will there be any construction of stages or other improvements, including tents and awnings?

NO

Please describe:

6

What is your clean up plan after the event?

Please Describe:

We will take the decorations down after the event.

7

Please describe your plan for crowd control and event security.

N/A

8

Please describe your plan for health services and sanitation to include running water, sewer & solid waste.

N/A

9

Please describe your plan for emergency services, to include fire and EMS support (or first aid response). Site Safety plan sample attached.

1. A general housekeeping rule will be mentioned by the emcee at the beginning of the event.
2. AVV staff are all CPR and first aid trained and can respond right away in an emergency.
3. 911, EMS and first aid responders will be notified as soon as emergency occur.

10

Please describe your marketing and/or promotional plan for this event. \*If City Supported, City of Valdez Logo must be displayed on all marketing material.\*

The event will be aired on both radio stations KVAR and KCHV. Flyers will be posted around town. Print advertisement will be at "The Valdez Star." Women of Distinction event will be posted on AVV's website. Logo of all sponsors will be included on flyers, advertisement & program including the logo of the City of Valdez.



## SECTION D:

## City Support of Event

1	Have you read and understand the City's Support Criteria and Restrictions, including required supplemental materials and timelines/deadlines?	YES	NO
2	Are you requesting City support of the event, by use of facilities, land, amenities, staff, and/or cash? *If NO, please complete SECTION E. You do not need to complete SECTION D.	YES	NO
3	Have you requested City support for your event in the past?	YES	NO
	3.1 If YES, please highlight any differences to this year's request from previous year's request. <i>there's no difference to this year's request from last year's request.</i>		
4	Briefly describe why your event needs the support of the City. Include the impact to the event if the City were not to provide the requested support. <i>AVV request the support of the City to ensure the success of the event and to maintain a low ticket cost. The event is AVV's way of giving back to the community by honoring Women + Young Women for their work + contributions to the community. AVV would like to share this event to everyone by offering an affordable ticket cost that include dinner + entertainment. the impact to the event if the City were not to provide the support will increase of the ticket cost to cover all expenses associated to the event.</i>		
5	Are you requesting the use of any City Land? 5.1 What is the location and the area of the land requested? (Square Feet, Acres, Square Miles, etc.) <i>NO</i> 5.2 Please describe what, if any, alterations will be made to the property. (Only temporary alterations will be considered and all property must be returned to its original condition) <i>N/A</i>		

6 Are you requesting the use of any City Facilities? **NO**

6.1 Which Facility?

**N/A**

6.2 Have you already reserved the Facility with the responsible department and paid any reservation fees?

City Supported status will **not negate facility rental or user fees.**

6.3 Please describe the intended use(s) of the facility(ies) requested.

7 Are you requesting the use of any City owned amenities? **NO**

7.1 What are you requesting? (include quantities)

8 Are you requesting the use of any City owned heavy equipment? **NO**

8.1 What equipment and for what purpose? **The City will not compete with local commercial service providers in providing requested resources that are available during your event. If your request includes a service that is available from a local commercial service provider, you will be directed to contract with them directly and that specific resource request from the City of Valdez will be denied.** (City heavy equipment may only be operated by City Employee operators. If equipment is requested, it is implied that it includes a City operator for the equipment. This request may have limitations as to where the equipment may be used).

9 Are you requesting a cash donation from the City to support your event?

9.1 What is the amount of the request? \$ 3,000.00

9.2 A detailed, line-item, breakdown of exactly what this funding will be used for is required with the request of a cash donation. Is this documentation attached? YES

9.3 What is the total event budget? **Provide supporting documentation.** No funding will be considered unless a detailed event budget is attached to this application by the deadline.

9.4 Please provide a detailed description of the need for this funding.

*Please see attached budget narrative.*

Financial statements may be requested, and may include an audit of the event. Any cash donation from the City must be returned to the City if the necessary budget is not expended in full or the event is cancelled for any reason.

## SECTION E: Signature

By signing below, I have read, understand and agree to meet the deadlines/timelines, criteria and restrictions described within this application. I also state that I represent the Event Sponsoring Organization and have the right to sign such agreement on their behalf.

**Rowena Palomar**

Printer Name

**Executive Director**

Title

*Rowena Palomar*

Signature

**August 2, 2017**

Date

## Safety Plan

**Purpose:** The safety plan provides the City of Valdez emergency responders with basic information concerning the event and any safety related issues or hazards.

Number	Title	Instructions
1	Name of Event	Enter name of event
2	Event Date(s)	Enter the date or dates of the event is to occur
3	Event Time	Enter start and finish time of the event
4	Address	Enter the location at which the event is to be held
5	# of Participants	Enter the estimated number of participants for the event
6	Event Coordinator	Name of person coordinating event
7	Address/Phone	
8	Point of Contact	Name of onsite point of contact and phone number
9	Description of Event	Brief description of event
10	Resources Request	List of resources that are being requested by the event, ie ambulance with crew stand-by, medical personnel only stand-by at medical aid station
11	Medical Plan: Medical Aid Station(s)	If the event has medical aid station(s) set up, name of point of contact for that station(s), location of station(s), contact information and the level of care being provided at the medical aid station(s)
12	Medical Plan: Transportation	For ground transport, where is the patient pick up location. For air, is an LZ set-up and does it meet the requirements
13	Special Medical Emergency Procedures	Need for back county rescue type services, access by snow machine and/or helicopter for example
14	Drawing/Map of Location	Show a drawing or attach a map indicating the location of the event and the surrounding area, show items that relate to the event, ie medical aid station(s), event check in areas, patient transport locations, landing zones.
15	Special Hazards	List any special hazards that maybe associated with the event, ie avalanche dangers, swift water areas, cold exposure for example
16	Communications Plan	If utilizing radios, list the frequencies being used, satellite and/or cell phone number(s)
17	Additional Information	List any additional information that is pertinent to the event that is not listed anywhere else in the safety plan
18	Prepared By	Printed name of person preparing this safety plan and contact number for any follow up question concerning the event, date the plan was filled out and signature of person preparing the safety plan



## Safety Plan

Name of Event:

Event Time: Start: 6:30pm Finish: 10:pm

Site Address/Location: \_\_\_\_\_

Rowena Palomar

P.O. Box 524 Valdez, AK 99686 (907) 835-2980

Point of Contact (On-Site): **Rowena Palomar** Phone#: (907) 831-2308

Women of Distinction awards recognized women and young women who have made a significant contribution to their communities and to the advancement of women in our society. The event will include dinner, fundraising activities such as silent auction.

AVV will request first responders only if an incident will occur.

[illegible]

APPENDIX A - Sample Site Safety Plan  
Safety Plan

Event Title	Women of Distinction 2018		
Drawing of event location and/or attach Map			
Special Hazards			
Communication (ICS 205 if needed)			
Radio:	Freq:	Freq:	
Satellite Phone:	#	#	
Cell Phone:	#	#	
Additional Information			
Prepared by:	Contact Number:	Date:	
Signature:			

**Advocates for Victims of Violence  
Detailed Budget for Women of Distinction 2018:**

Expenses:		
Caterer		
Food: (\$30.00 x 210 people)	\$6,300.00	
Gratuities (\$6,300 x 15%)	<u>945.00</u>	
Total Food Cost		\$7,245.00
Rental of the Civic Center:		544.00
Advertisements/Promotion		3,000.00
Decorations/ other supplies		<u>1,000.00</u>
Total Expenses		\$11,789.00
		=====

**Budget Narrative:**

1. Food cost will be \$7,245.00 with gratuities based on \$30.00 per plate. We have not decided who the caterer will be for the 2018 Women of Distinction Gala Night.
2. Rental of the 3 ballrooms and 2 small conference rooms at the Civic Center will be \$544.00
3. **Advertisement:** Advocates for Victims of Violence, Inc. respectfully request \$3,000.00 from the City of Valdez to cover the advertising expense. The funding will cover the print advertisement to the local newspaper, The Valdez Star for the following:
  - a. "Call in for Nominations" - initial advertisement
  - b. "To Present the Honorees" - Colored full page
  - c. "Thank you" - after the event.

The cost of the advertisement for The Valdez Star will be \$2,000.00. The remaining \$1,000 will be used to cover the radio advertisement at KVAK. KVAK will match the number of airtime for the said advertisement. Logo of all sponsors will be included on the flyer, print advertisements and on the program.

AVV is requesting the support of the City of Valdez for the Women of Distinction to help ensure the success of the event and to maintain a low ticket cost. This is AVV's way of giving back to the community by

# 2018 Women of Distinction Celebration

## Doors open and Silent Auction Begins

6:30 P.M.

*Piano Music by \_\_\_\_\_ : Continuous as people arrive, circulate and find tables.  
Stop music when Emcee goes to podium/microphone. Approx. 7:00PM*

## Welcome

**Emcee**

**Approx. 7:00 P.M.**

*Welcome, invite to enjoy dinner, prompt to check out silent auction items, etc. 2-3 min.  
Piano music starts when Emcee leaves podium and continue as people begin eating.  
Stop music when Board member returns to podium/microphone.*

**Brief break in program as people begin eating.  
Servers begin serving main course at 7:10**

## Opening Remarks

**Emcee**

**Approx. 7:15 P.M.**

- Brief housekeeping rules
- Brief comments on Women of Distinction Awards and evening events.
- Introduce Dignitaries
- Thank you (Sponsors, Individuals & Business that donated to our auction, People who nominated outstanding women being honored, ....& caterer
- Thank & Introduce Board & Staff members who are present (Board Members stand / Staff will be lined up to left of stage. Row will provide list).

## First Raffle

**Emcee**

**Approx. 7:25 P.M.**

- Announce raffle---explain process and prize
- **TBA**
- Raffle sellers will circulate-----Encourage buyers until all Chocolates are sold.
- \_\_\_\_\_ will assist & draw winning number.

*Approx. 10 minutes*

## Silent Auction Tables 1 & 2 Close

**Emcee**

**Approx. 7:35 P. M.**

- Announce closing of Silent Auction Tables 1 & 2 in 5 minutes.
- Give a few door prizes. \_\_\_\_\_ will assist. Then announce Tables 1 & 2 are now closed.



INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
2 CUPANIA CIRCLE  
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date: SEP 12 1982

ADVOCATES FOR VICTIMS OF VIOLENCE  
INCORPORATED  
P.O. BOX 524  
VALDEZ, AK 99686-0524

Employer Identification Number:  
92-0083034  
Case Number:  
956180040  
Contact Person:  
AHMED AHMED  
Contact Telephone Number:  
(213) 725-7002  
Our Letter Dated:  
May 10, 1982  
Addendum Applies:  
no

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

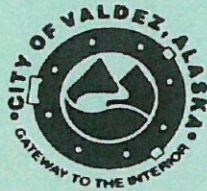
As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

You are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. For guidance in determining whether your gross receipts are "normally" more than \$25,000, see the instructions for Form 990. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Letter 1050 (DO/CG)





**CITY OF VALDEZ, ALASKA  
BUSINESS REGISTRATION #8**

This is to certify that

**Advocates for Victims of Violence Inc**

NAME OF BUSINESS

Advocates for Victims of Violence Inc

OWNER

PO Box 524  
Valdez AK 99686

ADDRESS

is a registered business in compliance with Section 5.04 of the Valdez City Code.

Business Registrar  
City of Valdez, Alaska

**12/31/2017**

Expiration Date

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NOTE: BUSINESS REGISTRATIONS are required to be renewed yearly.