

**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:	PRINCE WILLIAM SOUND COLLEGE		
(Financially responsible party & must match certificate of insurance)			
Physical Address:	303 LOWE ST		
Mailing Address:	PO Box 97		
Day Phone:	834.1614		
Email Address:	dlmoore@alaska.edu		
Organization Status:	<input type="checkbox"/> For Profit	Will need to submit business license	
Check one	<input checked="" type="checkbox"/> Not for Profit	Will need to submit tax exempt documentation	
	<input type="checkbox"/> Community Interest Group (Unorganized)		

  

Event Contact Person:	DAWSON MOORE		
Email Address:	dlmoore@alaska.edu		
Cell Phone:	907.255.5325		
Event website (if applicable):	www.theatreconference.org		

## SECTION B: Event Information

Event Name:	VALERIE LAST FRONTIER THEATRE CONFERENCE		
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)
Is this event a reoccurring annual event?	<u>YES</u>		New Event?
If reoccurring event, are there any changes to this year from previous years?	YES		NO <input checked="" type="radio"/>
Explain:	NO MAJOR CHANGES ARE PLANNED		
Event date(s):	JUNE 9-17, 2017		
Event location(s):	CIVIC CENTER		
Event Set-up:	JUNE 7-8		
Event Tear-down:	JUNE 18-19		

## 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.

IT'S EIGHT DAYS OF CLASSES, PLAY READINGS, PERFORMANCES AND OTHER ACTIVITIES. A BROCHURE OF LAST YEAR'S EVENT IS PROVIDED, AND IS AVAILABLE DIGITALLY ON OUR WEBSITE

Expected attendance: 225

Participants 225

Spectators

Total

What is the targeted demographic(s) of your participants?

ARTISTS

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

ANY

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?

Admission/ Event fees:

\$50 Full Registration; PERFORMANCES FREE

Do you plan to utilize volunteers?

YES

NO

2

Will items or services be sold at the event?

YES

NO

If YES, please explain:

WE SELL BOOKS THAT INCLUDE OUR PARTICIPANTS WORK, AS WELL AS CONFERENCE MEMORABILIA SUCH AS BAGS AND CUPS.

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: T.B.D.

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: T.B.D.

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

☐ YES

NO

NOT YET

5

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

Please describe:

No.

6

What is your clean up plan after the event?

Please Describe:

THE COLLEGE STAFF DOES THIS

7

Please describe your plan for crowd control and event security.

WE DONT HAVE ANY. OUR PARTICIPANTS ARE  
GENERALLY WELL-BEHAVED.

8

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

IT'S NOT BEEN A PROBLEM THE PREVIOUS 25 YEARS.

9

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

CALL 911

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.

WE PROMOTE ALMOST EXCLUSIVELY ON-LINE THROUGH  
OUR WEBSITE

## 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?	<input checked="" type="radio"/> YES	<input type="radio"/> 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.	<input checked="" type="radio"/> YES	<input type="radio"/> NO
3	Have you requested City support for your event in the past?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
3.1 If YES, please highlight any differences to this year's request from previous year's request.  NO DIFFERENCES			
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.  THE CIVIC CENTER MAKES THE CONFERENCE POSSIBLE, IF ITS DONATION WAS PULLED, WE WOULD EITHER PAY TO RENT IT OR CANCEL IT		
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.)  CIVIC CENTER			
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)  NONE			

6 Are you requesting the use of any City Facilities?

6.1 Which Facility?

CIVIC CENTER

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

YES, DATES ARE RESERVED, THERE HAS BEEN

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

NO RESERVATION FEE IN THE PAST, AS THE CITY HAS  
DONATED USE OF THE FACILITY.

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

HOLD A THEATRE CONFERENCE THROUGHOUT  
THE BUILDING

7 Are you requesting the use of any City owned amenities?

7.1 What are you requesting? (include quantities)

No

8 Are you requesting the use of any City owned heavy equipment?

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).

No

9

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

No

9.1 What is the amount of the request? \_\_\_\_\_

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?

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.

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.

STEVE SHIELL

Printer Name

Title

Signature

8/5/17

Date