

2020 Special Event Partnership Funding Applicant Check List & Deadline Worksheet

- Answered all required fields on funding application.
- Included name and date in Section 11, signifying electronic signature as authorized event representative.
- Included the following items with submission:
 - Event Overview
 - 2019 Detailed Profit and Loss Statement (new events occurring for the first time in 2020 are exempt)
 - 2020 Detailed Proposed Event Budget
 - 2020 Marketing, Advertising and PR Plan: Parts A & B
 - Potential NLTRA Sponsorship Amenities Itemized List
 - Optional - PR Equivalency Report (only required if event provided a dollar value for application question 4.3)
 - Optional - Pictorial or Video Highlights
- Observed application deadlines.
 - Submitted all items by the final application deadline of 5:00pm (PST), October 18, 2019.
- Received acknowledgement email from NLTRA that application and attachment(s) were successfully received by the applicable deadline(s).

Mark calendar for Thursday November 7, 2019 to present application to Partnership Funding Selection Committee.

There is no need to submit this with your application. This is for your use.