

2019 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
 - 2018 Detailed Profit and Loss Statement (new events occurring for the first time in 2019 are exempt)
 - 2019 Detailed Proposed Event Budget
 - 2019 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), Friday, October 5, 2018.
- Received acknowledgement email from NLTRA that application and attachment(s) were successfully received by the applicable deadline(s).
- Prepared to present application to panel on Wednesday October 24, 2018.
- Mark calendar for Tuesday November 20th, 2018 to present application to Partnership Funding Selection Committee.

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