



Cortez Retail Enhancement Association (CREA)

2015 Application for Special Event Support

Event Information:

Name of Event: _____

Event dates: _____ **First Time or Annual Event:** _____

Event Location: _____ **Event Website:** _____

Description of Event:

Do you charge admission or a fee for participation? _____ **How much?** _____

Number of attendees and participants anticipated: _____

Where do attendees typically travel from?

Do you have event insurance? _____ **What Company?** _____

Does your event have a street banner? Yes _____ No _____

What type of support are you requesting?

Advertising - \$ _____

Do you have a separate advertising budget if no support from CREA is ganted? _____

If yes, what amount? \$ _____

Cortez Cash - \$ _____

What would Cortez Cash be used for? _____

Other \$ _____

Contact Information:

Sponsoring Organization or Business: _____

Contact person for event: _____

Mailing address: _____

Phone #: _____ Email: _____

Financial Information:

Prior Year Event Income \$ _____ Prior Year Event Expenses \$ _____

How much of your event income comes from local sources? % _____

How much of your event expenses are spent locally? % _____

Sponsors:

Please list other sponsors of your event: _____

Anything else? _____

The Cortez Retail Enhancement Association, officers, agents, members or representatives will not be held responsible for any problems that arise with any event that receives advertising or Cortez Cash as a donation.

If your event needs to be cancelled, event organizers need to contact CREA and discuss retuning any unused Cortez Cash or if Cortez Cash has been spent after the event is cancelled arrangements need to be made for repayment.

I certify that all statements in this application are true, accurate and complete.

Signed this _____ day of _____ 20_____.

_____ on behalf of _____
Applicant signature Name of sponsoring organization

Post Event Report

To be considered for future funding this report is due within 60 days after event is held

**Please return to:
CREA, P.O. Box 1715, Cortez Co, 81321**

Or email to: shopcortez@cityofcortez.com

Date Returned: _____

Event Name: _____

Date Event was held: _____

Your name and contact info: _____

1. Number of attendees or tickets sold. _____

2. Total Event income \$ _____

3. Total Event expense \$ _____

4. Where did your participants come from? _____

3. In addition to CREA sponsored advertising what other types of advertising did your organization do?
(Posters, flyers, table tents, radio, newspaper, magazine, digital, etc)

4. Please list sponsors. Attach an extra sheet if necessary.

5. If your event received Cortez Cash, where was it spent? _____

6. What could CREA do to help your event next year? _____

7. Do you plan to hold your event next year? YES _____ NO _____

If no please explain why:

8. If applicable, was CREA helpful in assisting with the event promotion?

YES _____ NO _____

Please explain:

9. Overall, how would you rate CREA's assistance (1-10) _____

Explain: _____
