

**Lanesboro Area Chamber of Commerce**  
**Special Event Application**  
Updated 1-14-09

Application Date: \_\_\_\_\_ Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Chamber Member submitting Application: \_\_\_\_\_

Event Coordinator Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Committee Members: \_\_\_\_\_

\_\_\_\_\_

(Chamber is not responsible for finding committee members)

**We are requesting Lanesboro Area Chamber Sponsor our Event as a:**

(check all that apply)

\_\_\_\_\_ **FISCAL HOST**

\_\_\_\_\_ **MARKETING & PROMOTION**

**FISCAL HOST:** We are requesting all expenses and revenues run through the Chamber's financial account. All are subject to Board approval.

Attach a proposed budget. The budget must include a 5% Administrative Fee to the Chamber (maximum admin fee cap at \$2000). Budgets must include a break out of expense items and vendor or source for the supplies. Coordinators are required to "Shop Lanesboro First" for event supplies as much as possible. Budgets are subject to Chamber Board approval.

Location rental costs for the event must be included in the proposed budget.

Approved Chamber sponsorship as a fiscal host qualifies the Event for a "Non-Profit" fee when using the Lanesboro Community Center. +See fee schedule on back.

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**Marketing and Promotion** – We are requesting event promotion through the Lanesboro Area Chamber in the following ways: (Check all areas requested for promotion)

\_\_\_\_\_ Lanesboro Calendar of events in local and regional community calendars, newspapers, publications.

\_\_\_\_\_ Distribution of event brochures, flyers, or posters at the Lanesboro Visitor Center.

\_\_\_\_\_ Website Calendar of Events listing on [www.lanesboro.com](http://www.lanesboro.com).

\_\_\_\_\_ Website Link from [www.lanesboro.com](http://www.lanesboro.com) to an **Event** Website.

\_\_\_\_\_ Website listing on [www.exploreminnesota.com](http://www.exploreminnesota.com) Explore Minnesota Calendar of events.

Approved Chamber sponsorship qualifies the Event for a "Non-Profit" fee when using the Lanesboro Community Center. +See fee schedule on back.

**Chamber Member Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Application Approved by Chamber Board:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Application Declined by Chamber Board:** \_\_\_\_\_ **Date** \_\_\_\_\_

**NOTES:**

**Responsibilities of Event Coordinator & Committee**

Recruiting committee members.

All detail planning of event to include, but not limited to budget, scheduling, food, food licensing, supplies, location, entertainment, staffing, recruiting volunteers.

Developing press release and description of event with copy and/or graphics (jpeg, tif) to the Chamber electronically via email.

Providing an Event html web link for the Chamber to post on [www.lanesboro.com](http://www.lanesboro.com)

Creating any physical paper copy of event brochures, posters, flyers and deliver to the Lanesboro Visitor Center for distribution and posting.

If Chamber is Fiscal Host, submit original receipts and invoices to expense.  
Submit revenues with itemized totals to deposit.

**Responsibilities of the Lanesboro Area Chamber**

Distributing press releases, brochures, posters or flyers for the event from the Lanesboro Visitor Center.

Updating website events calendars.

Chamber staff **may be** available upon discretion of Chamber director's approval to assist with special event.

If Chamber is Fiscal Host, processing all expenses and revenues for the event and providing a Fiscal Event Summary Report after the event.

<b>+LANESBORO COMMUNITY CENTER</b>	<b>Profit &amp; Individuals</b>	<b>*Non-Profit</b>
<b>Gym</b>	\$300	\$125
<b>Kitchen</b>	\$50	\$30
<b>Meeting Room (lower level)</b>	\$75	\$25
<b>Council Chamber</b>	\$50	\$25
<b>Gazebo</b>	\$50	\$25

Contact the Lanesboro Area Chamber at 800-944-2670 or 507-467-2696.