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Vail, Colorado 81657
vailgov.com

Commission on Special Events
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March 3, 2023

To: Special Event Producers

Subject: Sponsorship Requests for Special Events in 2023

Link: <https://www.vailgov.com/cserfp>

RFP Overview

The Town of Vail is seeking innovative and exciting sponsorship proposals for special events in 2023. The Town has been host to a variety of events including art festivals, concerts ranging from classical to EDM to rock, culinary events, parades, world championship sporting events and more. Events in Vail are an important part of not just a vibrant economy, but the culture of the community.

Over the last three years, the Town of Vail has allocated significant resources to build a new marketing ecosystem to increase the ability to strategically market Vail as a premier destination. Discover Vail and www.DiscoverVail.com are the Town's guest-facing online home for marketing and promoting Vail. The mission is to attract overnight destination guests primarily during the May – October time frame and create economic vitality by increasing both the visitor base and sales tax revenues. The addition of data collection through DiscoverVail.com has allowed the Town to better understand guests and potential guests and create 1:1 direct communication to increase loyalty to Vail.

New this year, the town has shifted to a sponsorship-based approach in evaluating special event funding. This new approach strives to create a cooperative partnership between the town and event producers so that both can achieve their objectives. Rather than the Town of Vail being a benefactor, the town seeks to become a valued sponsor of your event. Consequently, this RFP is asking fewer subjective questions, but seeking greater detail on the rights and assets of the sponsorship, analytic information, and other data sources.

The goal of the new approach is to provide an increased benefit and ROI to the TOV while at the same time increasing benefit to event partners.

The updated process combines the Commission on Special Events and Council Funded events from the past into one process with two annual cycles. The first cycle was completed in the fall of 2022. The second cycle of funding is now open for all remaining

events that occur in 2023. Events may apply for funding in either or both cycles. Events later in the year are encouraged to apply in the spring cycle with fully developed event plans, budgets, marketing plans, etc. Additional RFP's may be published throughout the year for specific event elements including concerts, holiday lighting, production support, and will be posted to www.Vailgov.com.

Producers must submit all the required information via the online application portal found here: <https://www.vailgov.com/cserfp> Application **submissions are due by:**

5:00 p.m. MST on Monday, March 27, 2023

Email questions about the RFP to: jgross@vailgov.com

- Monday, March 6: RFP Submission portal is open
- Wednesday, March 15: Questions about the RFP are due via email.
- Monday, March 20: Submitted questions & answers will be emailed and posted to the www.vailgov.com/cserfp
- Monday, March 27: **APPLICATION SUBMISSION DEADLINE**
- Wednesday, April 5: Commission on Special Events meet & review qualifying applications during Regular Commission on Special Events Meeting.
 - Event Producers interviewed at this special meeting.
 - Event Sponsorship Funding recommendation from CSE will be determined at a special meeting.
- Friday, April 7: Event Funding Committee meeting to review recommendations and score event proposals. Final recommendations for Town Council determined.
- Tuesday, April 18: Vail Town Council will review the event sponsorship allocations.
- Wednesday, April 19: Applicants will be notified of their preliminary funding allocations.
- September 2023 – Anticipated publishing of the 1st cycle for 2024 funding requests.

* Dates and times are subject to change.

Town of Vail: Commission on Special Events
2023 Special Event Funding Guidelines

Requirements For Request

The following are requirements for conducting town funded events in the Town of Vail. Event producers must briefly explain or demonstrate how these requirements are accomplished prior to being considered for sponsorship funding.

- Brand: Event is compatible with and supports Vail’s brand, mission and objectives as set forth by the Town Council.

Alignment with Community Values: Event is compatible and supports Vail’s community values, interests, and standards while providing a positive guest experience.
- Timing: Event takes place during a lower demand time period in which programming or tourism draws are most needed. (VLMD Guiding document)
- Sustainable Practices: Event producer agrees to plan for and abide by best environmental and sustainability practices as outlined by the Town of Vail.
- Producer Qualifications: Event producer must have a proven track record of successful event production and execution.

Once the event producer can confidently answer the above questions, the full application will be filled out electronically. The application questions focus on the sponsorship benefits and quantitative value of the event based on stated goals of the Town of Vail.

“Special Event Rating Criteria” (Attachment A: CSE Event Categories and Evaluation Criteria) will be used to evaluate all proposals with respect to how they achieve the Town’s marketing and event goals.

The three Event Categories will be the following:

1. Visitor Draw Events
2. Programming Partner
3. Recreation Events

Producers will be evaluated on a scorecard tied to the principal objectives of the event as determined by the Town. The principal objectives being evaluated are for visitor draw events, programming events, and recreation events.

TOV Visitor Draw Events

Events that create a compelling attraction and draw out-of-town guests to travel to Vail for the purpose of attending the event. These events will engender one or more of the following elements:

- ▶ History of drawing out-of-town visitors to Vail
- ▶ Drive overnight stays
- ▶ Provide an experience not easily found elsewhere
- ▶ Garner regional or national media interest (Paid and/or earned)

TOV Programming Partner

Events that provide interesting or entertaining attractions and activities for local residents and Vail visitors alike. In and of themselves, these events are not likely to be a draw for guests, but they provide engaging programming, add to the character of Vail, and appeal to the local residents, enhancing their quality of life.

TOV Recreation Events

Athletic tournaments or other sporting or recreation events, that provide very limited marketing or sponsorship benefits, and have a large positive economic impact through number of participants and guests that attend, duration of event, etc.

To assure that the TOV is receiving a return on investment commensurate to benefits provided in the sponsorship package, each event will be scored and evaluated on the tangible and intangible values criteria.

Tangible (quantitative) Value: Tangible valuations use industry standards against multipliers of attendance, media values, impressions, face ticket values, etc.

Key tangible valuation elements include:

- ▶ Marketing recognition
- ▶ Collateral materials
- ▶ Web & Digital benefits
- ▶ Social Media inclusion and content development
- ▶ Onsite rights
- ▶ Hospitality benefits

Intangible Value: For evaluating an event's sponsorship intangibles, a *qualitative* weighing system will be used that places a value between 0 – 10, (of which 10 is the highest), on each of eleven different categories.

- ▶ Prestige of Property
- ▶ Recognition & Awareness
- ▶ Level of Audience Interest/Loyalty
- ▶ Ability to Activate
- ▶ Degree of Sponsor Clutter
- ▶ Susceptibility to Guerilla Marketing
- ▶ B2B Networking Opportunities
- ▶ Earned Media Coverage Potential
- ▶ Demonstration of Community Engagement
- ▶ Established Track Record

Sponsorship funding amounts will then be evaluated based on the sponsorship proposal and anticipated return on investment with a focus on guest data capture.

Sponsorship Proposal

In addition to a complete sponsorship funding application, a sponsorship proposal/deck should be submitted for review. The sponsorship deck should include multiple financial levels of potential sponsorship with rights and benefits listed for each level that are commensurate with the funding request.

Key event sponsorship priorities of the Town include:

- The ability to capture audience data from the event/event database
- Attendee/database exposure to discovervail.com
 - Examples of ways to communicate discovervail.com to attendees:
 - Dedicated landing page can be created for specific events on DiscoverVail.com to educate guest on other things to do in Vail during the event. Page to be included in emails, dedicated social posts, SMS text message communication, signage, collateral, etc.
 - Opt-in option on event website/registration/ticketing for Discover Vail newsletter
 - Email from the event to the event database with an invite to receive Discover Vail newsletter
- Logo inclusion with trackable links to discovervail.com
- Program ads, video ads, display ads, etc.
- VIP Access/tickets/perks/SWAG
- On-site activation opportunities

In consideration of the receipt of funds from the CSE, the Event Producer shall agree to, at a minimum:

- Direct prospective attendees to wherever possible book lodging within the Town of Vail.
- Ensure that the event is listed on local, regional, and national event calendars.

- Comply in a complete and timely manner with all Special Event Permit requirements of the Town of Vail.
 - Meet with the Special Events Coordinator and Marketing Specialist: To ensure compliance with the Discover Vail brand on all event promotional materials. Please be advised that penalties may be assessed against allocated funding for incorrect use of either the “Discover Vail Brand” and/or the Town of Vail logo.
 - Agree to comply with all marketing dates on the Marketing Checklist. See “Attachment B: Marketing Checklist” for more information.
- Provide “activation” plan that will cross-promote the event throughout the community, create guest awareness of the event and stimulate business in local restaurants/bars and retail establishments.
- Place the Discover Vail logo, on marketing and promotional materials associated with the event, as specified in the sponsorship rights and benefits, except when directed by the town to use the Town of Vail logo.
- Provide and list any event specific benefits as appropriate to the level of sponsorship.
- Provide the Town with "rights-free" video or photography from the event for the purpose of promoting Vail.
- Coordinate with the Town of Vail Marketing Specialist to facilitate data sharing from the event website and digital campaigns to the Discover Vail database.

Accountability: All event producers receiving funding will be expected to schedule a post-event recap within 60 days after the event. For a more detailed explanation and information to be included, please review Attachment C: Guidelines for Post-event Recaps for All Events Receiving Public Funding. Events identified by the CSE will be included as part of the CSE’s independent event survey program and are required to make their event or attendee email list accessible to the survey team.

Funding Disbursements:

- Funding allocations are distributed in three parts:
 - 33% of the total funding amount upon the return of the signed Funding Agreement, submission of Event Promotion Plan and invoice, paid no sooner than 60 days prior to the event
 - 33% will be paid following the completion of the of a special event permit application, and paid no sooner than 30 days prior to the event.
 - 34% of the total funded amount will be approved for payment following the presentation of a final event recap and approval by a majority vote of the CSE. It is the event producer’s responsibility to confirm with the special events coordinator once above has been completed and funding request has been submitted.

Attachment List:

- Attachment A – CSE Event Categories and Evaluation Criteria
- Attachment B - Event Marketing Plan
- Attachment C – Guidelines for Post-event Recaps
- Attachment D – Event Budget
- Attachment E – Sample Scorecard



Attachment A: CSE Event Categories and Evaluation Criteria

Events receiving public funding will be categorized as follows:

TOV Visitor Draw Events

Events that create a compelling attraction and draw for out-of-town guests to travel to Vail for the purpose of attending the event. These events will engender one or more of the following elements:

- ▶ History of drawing out-of-town visitors to Vail
- ▶ Drive overnight stays
- ▶ Provide an experience not easily found elsewhere
- ▶ Garner regional or national media interest (Paid and/or earned)

TOV Programming Partner

Events that provide interesting or entertaining attractions and activities for local residents and Vail visitors alike. In and of themselves, these events are not likely to be a draw for tourists, but they provide engaging programming, add to the character of Vail, and appeal to the local residents enhancing their quality of life.

TOV Recreation Events

Athletic tournaments or other sporting or recreation events, that provide very limited marketing or sponsorship benefits, and have a large positive economic impact through number of participants and guests that attend, duration of event, etc.

New Event Scoring Criteria: (See Attachment A)

Once an event producer is “accepted” to submit a proposal for funding from the Town of Vail, they must provide detailed information on the items listed below. Their responses to these criteria will then be reviewed and scores by the Commission on Special Events.

- ▶ **Audience Fit** (Source required)
 - Anticipated number of total participants/spectators
 - % Destination guests staying overnight
 - % Eagle County residents
 - Demographic profile (does it align with VLMD guidance)
 - Community interest
- ▶ **Economic Impact** (Source required)
 - Anticipated time guests will spend in Vail
(Event schedule supports direct and ancillary activities in Vail)
 - Potential to increase lodging and sales tax revenues

- Room nights
- Restaurants
- Shopping
- ▶ **Marketing Power** (Marketing Plan & budget required)
 - Details as to how event will be promoted
(Including budget, promotional values & impressions)
 - Traditional media advertising
 - Promotional media partners?
 - Digital advertising
 - Website with analytics
 - Social media campaign
 - Earned Media (PR) Potential
 - Local
 - Regional
 - National
- ▶ **Sponsorship Rights & Assets**
 - Level of sponsorship provided to TOV/DiscoverVail at proposed funding level
 - Level (e.g., Title, Presenting, other)
 - Assigned Asset (e.g., named stage)
 - Advertising Recognition (How will Vail be recognized/included)
 - Promotional Recognition
 - Onsite Rights (How will Vail be recognized/included)
 - Data acquisition opportunities
 - Hospitality & Entertainment Benefits
 - Research & Data

PLEASE SEE SCORECARD BELOW FOR REFERENCE

Attachment A: Opportunity Scoring Worksheet
To be completed by CSE.



Principal Objective: Visitor Draw

Event Type: **Signature Events**

Legacy events with a strong alignment to Vail’s brand and that create a compelling attraction and draw for out-of-town guests to Vail for the purpose of attending the event.

Asset	Criteria	Comments	Score
Audience Fit <i>(Data Source & Reliability)</i>	Anticipated number of total participants/spectators <ul style="list-style-type: none"> ▶ % from out of town ▶ % from Eagle County Enhances the guest experience Demographic profile (does it align with VLMD guidance) Potential community interest		1-20
Economic Impact <i>(Date Source & Reliability)</i>	Anticipated time guests will spend in Vail <ul style="list-style-type: none"> ▶ Event schedule supports direct and ancillary activities in Vail) Potential to increase tax revenues <ul style="list-style-type: none"> ▶ Room nights ▶ Restaurants ▶ Shopping 		1-30
Marketing Power <i>(Marketing plan & budget required)</i>	Specifically, how event will be promoted? <ul style="list-style-type: none"> ▶ Budget & impressions ▶ Traditional media advertising ▶ Promotional media partners? ▶ Digital advertising ▶ Social media campaign Earned Media (PR) Potential <ul style="list-style-type: none"> ▶ Local ▶ Regional ▶ National 		1-30
Sponsorship Benefits <i>(Perceived value and aid to TOV)</i>	Benefits Provided to TOV <ul style="list-style-type: none"> ▶ Recognition Level (Title, Presenting) ▶ Assigned Asset ▶ Advertising Branding ▶ Promotional Recognition ▶ Onsite Rights (Booth, Signage) ▶ Hospitality & Amenities ▶ Research & Data Cooperation 		1-20
Total Score		(Max 100 points)	

Attachment A: Opportunity Scoring Worksheet
To be completed by CSE



Principal Objective: Visitor Draw

Event Type: **Cultural & Entertainment Events**

Annual events compatible with Vail’s brand and that provide engaging programming and create a compelling attraction and draw for out-of-town guests to Vail as well as residents.

Asset	Criteria	Comments	Score
Audience Fit <i>(Date Source & Reliability)</i>	Anticipated number of total participants/spectators <ul style="list-style-type: none"> ▶ % from out of town ▶ % from Eagle County Demographic profile (does it align with VLMD guidance) Potential local resident interest		1-10
Economic Impact <i>(Date Source & Reliability)</i>	Anticipated time guests will spend in Vail <ul style="list-style-type: none"> ▶ Event schedule supports direct and ancillary activities in Vail Potential to increase tax revenues <ul style="list-style-type: none"> ▶ Room nights ▶ Restaurants ▶ Shopping 		1-40
Marketing Power <i>(Marketing plan & budget required)</i>	Specifically, how event will be promoted? <ul style="list-style-type: none"> ▶ Budget & impressions ▶ Traditional media advertising ▶ Promotional media partners? ▶ Digital advertising ▶ Social media campaign Earned Media (PR) Potential <ul style="list-style-type: none"> ▶ Local ▶ Regional 		1-25
Sponsorship Benefits <i>(Perceived value and aid to TOV)</i>	Benefits Provided to TOV <ul style="list-style-type: none"> ▶ Recognition Level (Title, Presenting) ▶ Assigned Asset ▶ Advertising Branding ▶ Promotional Recognition ▶ Onsite Rights (Booth, Signage) ▶ Hospitality & Amenities ▶ Research & Data Cooperation 		1-25
Total Score		(Max 100 points)	

Attachment A: Opportunity Scoring Worksheet
 To be completed by CSE



Principal Objective: Visitor Draw

Event Type: **Recreational Events** (e.g. Tournaments)

These will typically be amateur participation sporting events, such as league tournaments and competitions which draw specific participants and their families to Vail for multiday events requiring little more from TOV than venues for the event and anticipated lodging.

Asset	Criteria	Comments	Score
Audience Fit <i>(Date Source & Reliability)</i>	Anticipated number of total participants/spectators <ul style="list-style-type: none"> ▶ % from out of town ▶ % from Eagle County Demographic profile (does it align with VLMD guidance) Potential local resident interest		1-20
Economic Impact <i>(Date Source & Reliability)</i>	Anticipated time guests will spend in Vail <ul style="list-style-type: none"> ▶ Event schedule supports direct and ancillary activities in Vail Potential to increase tax revenues <ul style="list-style-type: none"> ▶ Room nights ▶ Restaurants ▶ Shopping 		1-70
Sponsorship Benefits <i>(Perceived value and aid to TOV)</i>	Benefits Provided to TOV <ul style="list-style-type: none"> ▶ Recognition Level (Title, Presenting) ▶ Advertising Branding ▶ Promotional Recognition ▶ Research & Data Cooperation 		1-10
Total Score		(Max 100 points)	

Attachment A: Opportunity Scoring Worksheet
To be completed by CSE



Principal Objectives: Programming Partner

Event Type: **Education & Enrichment Events**

These events provide interesting or entertaining attractions and activities for Vail residents and visitors alike. In and of themselves, these events are not likely to be a draw for tourists, but they provide engaging programming, add to the character of Vail, and appeal to residents adding to their quality of life.

Asset	Criteria	Comments	Score
Audience Fit <i>(Date Source & Reliability)</i>	Anticipated number of total participants/spectators <ul style="list-style-type: none"> ▶ % from out of town ▶ % from Eagle County Demographic profile		1-10
Audience Interest & Engagement <i>(Perceived appeal of theme and activities)</i>	Gauge the compelling theme and nature of the event in providing entertaining and interesting content for attendees. <ul style="list-style-type: none"> ▶ Vail experience “value-add” ▶ Surprise & delight aspects ▶ Compelling audience engagement ▶ Enhance Vail quality of life 		1-50
Marketing Power <i>(Marketing plan & budget required)</i>	Specifically, how event will be promoted in the county? <ul style="list-style-type: none"> ▶ Budget & impressions ▶ Traditional media advertising ▶ Promotional media partners? ▶ Digital advertising ▶ Social media campaign Earned Media (PR) Potential		1-20
Sponsorship Benefits <i>(Perceived value and aid to TOV)</i>	Benefits Provided to TOV <ul style="list-style-type: none"> ▶ Recognition Level (Title, Presenting) ▶ Advertising Branding ▶ Promotional Recognition ▶ Onsite Rights (Booth, Signage) ▶ Hospitality & Amenities ▶ Research & Data Cooperation 		1-20
Total Score		(Max 100 points)	

Attachment B: Event Marketing Plan

As a Town sponsored event, event marketing must meet the standards and achieve the goals of the Town as well as the event specific goals. The RFP application will ask for specific metrics related to your marketing plan, the estimated impressions, reach, etc. A marketing plan and samples of promotional can be included as supplemental materials to support your request. A sample media template is available below.

Once funding is approved, complete the Complete Marketing Sponsorship Fulfillment Form [Here](#) and work with the Town of Vail Marketing Specialist.

Sample Media Plan: May be included with the RFP. A template is available at <https://www.vailgov.com/cserfp>

	Geo	Audience	Details	Medium	Size	December			January			
						12/9	12/16	12/23	12/30	1/6	1/13	1/20
Event Media Plan												
TOWN OF Vail area												
Pandora ONLY Digital Radio	Vail	Local*	Event Promo	Digital Radio	:30		20	20	20	15	15	15
Display	Vail	Local	Event Promo	Display ads	TBD		25	25	20	20	20	20
Socail Media Pre-Roll (Facebook)	VAIL	Local	Event Promo	Video	:15		15	15	12	12	12	12
Traditional Radio (KZYR-FM)	Vail	Local	Event Promo	Radio	:30		15	15	15	15	15	15
Traditional Print (Vail Daily	Vail	Local	Event Promo	Print	7x10"		1		1			1



Attachment C: Guidelines for Post-event Recaps for All Events Receiving Public Funding:

A post-event recap is **required** from all events receiving Town of Vail funding within **60 days of the close of the event**. The report must be presented to the CSE for release of the final sponsorship payment. A recap template will be provided for this purpose and shall include estimated results per the Criteria as described in the RFP.

- **Attendance numbers and demographic profile:**
 - Estimated attendance. If the event is non-ticketed, please describe what method you used to estimate the numbers of attendees.
 - What percentage of people came to Vail specifically for the event? What percentage of people has attended the event in previous years?
 - Where did attendees come from: local, regional, out of state, international destinations?
 - Average age and income bracket of attendees.
- **Estimated Return on Investment (ROI) to the Town of Vail:** Specifically, how much additional spending within the Town of Vail was generated by the event? What is the ratio of increased revenue to the amount of funding received? How much additional sales and lodging tax revenue generated by the event accrued to the Town of Vail?
 - **Estimated spending by event attendees:**
 - Dining, Shopping, Other Activities
 - Lodging: Please include an explanation as to how participants and/or attendees were directed to book lodging.
 - Estimated number of room nights booked in association with the event.
- **Report of fulfillment of the agreed upon sponsorship rights and benefits**
 - Proof of performance for all sponsorship benefits, marketing inclusions, etc.
 - **Marketing** efforts that were implemented to promote the event. Include tear sheets or proof of performance reports where applicable.
- **Visitor Intent to Return and Satisfaction Ratings:** Would you come back? Was it fun? Please provide the **NPS (Net Promoter Score)** number determined from provided or the own survey results.
- Potential for growth and the development of **sponsorships and media exposure.**
- Environmental sustainability report, including waste diversion efforts.
- A **detailed event budget** showing actual profit and loss numbers and how the funding was utilized. Please separate the in-kind support from cash revenues and sponsorships. A sample of the budget template is included on the following page and an excel worksheet will be provided to you in the RFP Packet.



Attachment D: Event Budget Sample Event Budget Template.

Excel document is available at <https://www.vailgov.com/cserfp>

Please complete the budget template with all event related expenses.
If the categories are not relevant, you can skip or rename them.

Event Name

> Expenses

	Estimated	Actual
Total Expenses	\$0.00	\$0.00

Expense Roll Ups	Estimated	Actual
Contract/event labor	\$0.00	\$0.00
FT Staff/administration	\$0.00	\$0.00
Operations - Rentals/venue/signage/waste/etc.	\$0.00	\$0.00
Cost of Goods Sold	\$0.00	\$0.00
Advertising (actual advertising expenses)	\$0.00	\$0.00
Entertainment	\$0.00	\$0.00
Administration/Other (surveys, catering, miscellaneous equ	\$0.00	\$0.00
Sponsorship Fulfillment	\$0.00	\$0.00
Lodging	\$0.00	\$0.00
Management Fee/Project Fee	\$0.00	\$0.00
<insert Other>	\$0.00	\$0.00
Total	\$0.00	\$0.00

Advertising	Estimated	Actual
Advertising - Radio	\$0.00	\$0.00
Advertising - Print	\$0.00	\$0.00
Advertising - Social Media	\$0.00	\$0.00
Advertising - OOH	\$0.00	\$0.00
Public Relations	\$0.00	\$0.00
Sales Team Expenses	\$0.00	\$0.00
Media TV, Production & Distribution	\$0.00	\$0.00
Graphic Design	\$0.00	\$0.00
Website	\$0.00	\$0.00
Collateral Materials	\$0.00	\$0.00
Printing	\$0.00	\$0.00
Sponsorship Fulfillment	\$0.00	\$0.00
<insert Other>	\$0.00	\$0.00
<insert Other>	\$0.00	\$0.00
<insert Other>	\$0.00	\$0.00
Total	\$0.00	\$0.00

This is a template.
Items and values should be changed to match your event.

Event Name

> Income

		Estimated	Actual
Total Income		\$0.00	\$0.00
Tickets/Admissions			
Estimated Quantity	Actual	Estimated	Actual
0		Adults @ \$5.00	\$0.00
0		Children @ \$3.00	\$0.00
0		Other @ \$1.00	\$0.00
0		<Insert Other> @ \$0.00	\$0.00
		\$0.00	\$0.00
Registration			
Estimated Quantity	Actual	Estimated	Actual
0		Attendee @ \$5.00	\$0.00
0		Exhibitors @ \$3.00	\$0.00
0		Discounted @ \$1.00	\$0.00
0		Other @ \$0.00	\$0.00
		\$0.00	\$0.00
F&B/Merch/Concessions			
Estimated Quantity	Actual	Estimated	Actual
0		Food \$5.00	\$0.00
0		Beverage \$2.00	\$0.00
0		Branded event merch \$1.00	\$0.00
0		<Insert Other> @ \$0.00	\$0.00
		\$0.00	\$0.00
Sponsorship			
Estimated Quantity	Actual	Estimated	Actual
0		Title \$0.00	\$0.00
0		Presenting \$0.00	\$0.00
0		Supporting \$0.00	\$0.00
0		Town of Vail \$0.00	\$0.00
0		<Insert Other> @ \$0.00	\$0.00
0		<Insert Other> @ \$0.00	\$0.00
		\$0.00	\$0.00
Exhibitors/vendors			
Estimated Quantity	Actual	Estimated	Actual
0		Large booths @ \$0.00	\$0.00
0		Med. booths @ \$0.00	\$0.00
0		Small booths @ \$0.00	\$0.00
0		<Insert Other> @ \$0.00	\$0.00
0		<Insert Other> @ \$0.00	\$0.00
0		<Insert Other> @ \$0.00	\$0.00
		\$0.00	\$0.00
Revenue from other items			
Estimated	Actual	Estimated	Actual
0		Cash Sponsorships @ \$0.00	\$0.00
0		In Kind Sponsorships @ \$0.00	\$0.00
0		Donations @ \$0.00	\$0.00
0		<Insert Other> @ \$0.00	\$0.00
0		<Insert Other> @ \$0.00	\$0.00
0		<Insert Other> @ \$0.00	\$0.00
		\$0.00	\$0.00

Event Name

> Profit - Loss Summary

	Estimated	Actual
Total income	\$0.00	\$0.00
Total expenses	\$0.00	\$0.00
Total profit (or loss)	\$0.00	\$0.00

