



CITY OF ROSWELL
RECREATION DEPARTMENT

REVISED 7/23/2013

Sponsorship Request

1. _____
Name of Event/Activity _____ Date of Event/Activity _____

2. _____
Organization _____

3. _____
Contact Person _____ Day Telephone# _____ Night Telephone# _____

4. Event Description

5. Please list the type of assistance you are requesting from the Department.

A.	Staff	Yes _____ No _____ If Yes, for what purpose? _____ _____
B.	Equipment	How Many needed? _____ Yes _____ No _____ If Yes, list equipment needed. _____ _____
C.	Funds	Yes _____ No _____ If Yes, how much? _____ _____
D.	Other	Yes _____ No _____ If Yes, describe. _____ _____

6. Do you have, or, will you have liability insurance coverage for this event? Yes _____ No _____

A certificate of insurance may be required with a minimum of \$1,050,000 coverage. More coverage may be required, depending on the scheduled activity.

7. Please provide the following plans on a separate sheet of paper.

Do you have plans for:	a. Traffic Control - Vehicular	Yes _____ No _____
	b. Emergency Medical Services	Yes _____ No _____
	c. On site First Aid	Yes _____ No _____
	d. Security	Yes _____ No _____
	e. Supervision	Yes _____ No _____
	f. Publicity	Yes _____ No _____

8. Will you be charging an admission/registration/activity fee? Yes _____ No _____
If Yes, how much _____
How will these funds be used by the organization? _____

9. We respectfully request the City of Roswell Recreation Department consider sponsoring this event/activity.

_____ For Organization _____ Date _____

Approved: Yes _____ No _____

City Manager/Assistant City Manager

Date