



**San Luis Obispo
Downtown
Association**

*1108 Garden Street, #210
San Luis Obispo
California 93401*

*(805) 541 – 0286
(805) 781 – 2647 (fax)
www.DowntownSLO.com*

SPECIAL EVENT/ACTIVITY PROPOSAL FORM

From time to time, we are contacted regarding partnering or in some way promoting an event, activity, concept or idea that “seems like a good fit” with the Downtown Association. While we appreciate the enthusiasm and creativity behind many such contacts, it’s important that the request be channeled in a manner that allows all ideas to be considered and a determination made as to their feasibility for our organization’s mission, goals, current work plan and budget. Your request will be reviewed and you will receive a response within 30 days.

To begin this process, please provide the following information.

1. Name of your business, organization, school, club, not for profit or other entity:
2. What is the mission of your entity?
3. Describe the activity you are seeking to hold or promote in conjunction with the Downtown Association? Use additional space if necessary
4. Why do you seek a partnership or support? How does your activity support the Downtown Association’s mission?
5. Has this event or activity been held before? When and where?
6. Do you have promotional materials and a website for the event?
7. How is the event funded?
8. Is it a fundraiser?
9. How many people are needed to staff the event?
10. How many volunteers?
11. Do you have liability insurance?
12. Are children, vehicles, animals, music, food or street closures involved?
13. What is the timeframe for your event including pre-planning?



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14. What do you see the Downtown Association's role during planning and event execution as being?
15. If this event or activity has been conducted previously, do you have references from others you have worked with or who have participated in the event?
16. Is there any other information you'd like to provide?
17. Are you available to meet with DA representatives to further discuss your request if necessary?

Please provide the following information so we may contact you within 30 days of your request.

Name:

Phone:

Email:

Thank you for completing this request form!