

SNOWDOWN 2018 EVENT & SCHEDULE APPLICATION FORM

Snowdown Event Entry Due Date: Tuesday, October 31 2017

Please check one if your event is charging a fee (see rules & regs)

Non-Profit

Entry fees used for prizes

For Profit/Other



Entry Fee for your event (if charging): _____ per player *or* team

Category/Type of prize (adult/child, specify if you are requesting prizes)

	1 st (<input type="checkbox"/>)	2 nd (<input type="checkbox"/>)	3 rd (<input type="checkbox"/>)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Prize Distribution & Event Coordinator Party: Wednesday, January 24, 5:30-7 PM, location TBD, please plan to attend to pick up your prizes/hats and meet other coordinators at this fun event.

Prizes are not delivered and will be redistributed if not picked up at this event.

Mail entry form to: Snowdown Events, PO Box 1, Durango Colorado 81302 or email to events@Snowdown.org

For questions please contact Linda @ 970-422-2045

Circle Day(s) of Event: Wednesday Jan 31 Thursday Feb 1 Friday Feb 2 Saturday Feb 3 Sunday Feb 4

Name of Event _____

Location/ Address of Event _____

Time of Event _____ **Deadline for participants to sign up (time/day)** _____

Event Coordinator Name (req'd) _____ **Phone** _____

Email (or mailing) Address for Coordinator _____

Name of Organization Hosting Event (if different from venue) or **Non-profit name** _____

Description of Event _____

Categories/Age Groups, etc (be specific) _____

POST YOUR EVENT ON CALENDAR: We have partnered with the local community calendar, WhatsHappeningDurango.com. By posting your event for free you will get optimal exposure! Your event will be seen on various company websites in town, the two front window screens at the Durango Welcome Center and inside kiosk, and also listed on the weekly E-lert blast that goes out to nearly 3,000 subscribed users. To post your event, go to www.whathappeningdurango.com and ADD EVENT. Any questions, please contact info@whathappeningdurango.com or call 970-749-9483.

All event posts will be pending upon approval by the Snowdown staff.

RULES & REGULATIONS FOR SNOWDOWN EVENTS

ENTRY FEES

No entry fees for participants or spectators are to be charged for any purpose other than to raise money for SNOWDOWN, to cover hard expenses for the event, or to provide prize money for contestants in the event (or for pre-approved non-profit organizations). Entry fees may not be used to cover labor. It is the intent of SNOWDOWN to make as many events as possible available to eligible participants or spectators FREE of charge. **If your event has an entry fee not used for prizes, you will be required to complete a budget sheet. All non-profits as well as for-profits intending on receiving financial gain from the fees charged for their events are required to pay to SNOWDOWN 10% of their net profits up to \$500.**

PROMOTIONAL MATERIAL:

You may develop your own promotional materials such as posters, flyers, information sheets, etc. To do so you must subscribe to the following conditions:

- 1) All materials must predominately display the SNOWDOWN logo for 2018 (available for free – email shan@shanwells.com for a copy)
- 2) The name of the event and the word “SNOWDOWN” must be visually dominant.
- 3) Your design must be approved in advance of production by emailing a copy to events@Snowdown.org

PRIZES:

PLEASE do not solicit your own prizes unless you have cleared this with Linda B @ 422-2045 or email: events@Snowdown.org SNOWDOWN has a prize committee that solicits prize donations on behalf of SNOWDOWN events.

Event Right of First Refusal And Agreement

By execution hereof, I agree to abide by the terms and conditions stated herein, as well as all rules and regulations of SNOWDOWN Durango, Inc. including, but not limited to, the pre-approval by SNOWDOWN Durango, Inc. of printed materials distributed for promotion of the event. SNOWDOWN Durango, Inc. and (event host) _____ (individual, business or organization promoting the event) hereby agree that by conducting the event known as:

(Name of Event)

said individual, business, or organization is granted a perpetual right of first refusal to conduct said event each and every year hereafter to the exclusion of any other individual, business, or organization. However, in the occurrence said event is not conducted by said party during a given year to the satisfaction of the Board of Directors of SNOWDOWN Durango, Inc., in its' sole discretion, said right of first refusal is deemed to be lost, and SNOWDOWN Durango, Inc. Board of Directors may award the right to conduct said event to another individual, business, or organization the subsequent year

Dated this _____ day of _____, 2017 by Event Coordinator

(sign) _____

(print name) _____

Name of business or organization _____

2018 SNOWDOWN EVENT BUDGET FORM

Required by all events not returning 100% of Event Entry Fee for Prizes

All non-profits as well as for-profits who DO NOT return 100% of Entry Fees for prizes are required to pay to SNOWDOWN 10% of their net profits up to \$500. This helps SNOWDOWN to defray the costs of promotion and is one source of income that allows SNOWDOWN to return each year.

Please complete this form if you are charging participants or spectators a fee for your SNOWDOWN event. Thank you!

NAME OF EVENT _____

Submitted by: _____ Telephone _____

Keep a copy of this form so that upon completion of event you can enter the actual figures and submit with your check to SNOWDOWN, P.O. Box 1 Durango, CO 81302, no later than February 16, 2018.

CASH EXPENSE ITEM	Budget \$	Actual \$
BUILDING MATERIALS		
FOOD/BEVERAGE		
LICENSES		
HALL RENTAL		
OTHER EXPENSES		
TOTAL EXPENSES		
CASH REVENUE ITEM		
TICKET SALES		
ENTRY FEES		
MERCHANDISE		
MISCELLANEOUS INCOME		
TOTAL REVENUE		
NET REVENUE/LOSS		
AMT TO SNOWDOWN		
RETAINED BY HOST		

Signed _____
Event Coordinator Signature