



Event/Program Proposal Frequently Asked Questions

The Event/Program Proposal Process:

In order to determine whether your proposed event can be programmed at one of the Henderson Cultural Arts and Tourism Venues, please complete the Event/Program Proposal Form. Applications should be submitted 12 months prior to actual event date. All Event/Program Proposal forms are reviewed by the Cultural Arts and Tourism Management Team (CA & T), as well as the Henderson Commission on Cultural Arts and Tourism. Submission of application does not guarantee approval of proposed event.

Why is the Event/Program Proposal required?

The Events/Program Proposal is required to provide the Cultural Arts and Tourism Department with a comprehensive understanding of the objectives and production requirements of the event. Detailed answers to the Event/Program Proposal will assist CA & T and the Henderson Commission on Cultural Arts and Tourism in evaluating the suitability of the event for the proposed venues.

How long will it take for my proposal to be evaluated?

Fully completed proposals are usually reviewed within a three to five month period. Once all questions have been answered and all supplementary materials submitted, you will be notified by the Programming Manager of whether your proposal has been approved.

Where do I submit my proposal?

Please submit the Event/Program Proposal Form to:

Cultural Arts and Tourism
Programming Division
203 South Water Street, Suite 300
Henderson, NV 89015

Questions?

Please forward all your questions to the Programming Division at (702) 267-2171.



Event/Program Proposal Form

1. Contact Information

Business/Organization: _____

Designated Event Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Website: _____

2. Event Information

Event Name: _____

Event Description (please include event purpose/objectives, entertainment elements, as well as a tentative outline of the schedule of events): _____

How will this event benefit the Henderson Community: _____

Proposed Date(s): _____

Load-in Start Time: _____ Load-out End Time: _____

Event Start Time: _____ Event End Time: _____

Estimated Attendance: _____

Description of Audience: _____

Check all that apply:

Free to Public

By Invitation Only

Tickets for Purchase

Provide a detailed marketing plan:

Television (include live telecast and air-time information): _____

Radio (include live broadcast and station information): _____

Print: _____

List all corporate sponsors and provide description of sponsorship information: _____

Will food and/or beverage be distributed at the event? Yes No

Will you have a security company on-site? Please provide name and contact information: _____

3. Assistance Requested from the Department of Cultural Arts &

Please provide detailed description of requested assistance from CA & T: _____

Location/Assistance Request (check all that apply):

Henderson Pavilion Convention Center Events Plaza

Amphitheatre Other, please describe: _____

Please detail any requested assistance from other organization(s): _____

4. History of Event

How many years has this event been conducted: _____

Site of last event: _____

Was the event televised or broadcast on radio: _____

Actual Attendance Numbers:

Nevada Residents:	Participants: _____	Spectators: _____	Total: _____
Out of State:	Participants: _____	Spectators: _____	Total: _____
Out of U.S.:	Participants: _____	Spectators: _____	Total: _____

5. References

Please list three references who have been involved with this organization and/or event:

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Name of Applicant: _____

Signature of Applicant: _____ **Date:** _____

For Office Use Only:
Date application received: _____