



**Pocahontas County Convention & Visitors Bureau  
Event Sponsorship Request Application**

*Recipients of Pocahontas County CVB sponsorship funding must agree to all terms outlined in the written agreement. A copy of the detailed Pocahontas County CVB Event Sponsorship policy can be found at [PocahontasCountyWV.com/Partners](http://PocahontasCountyWV.com/Partners)*

**SECTION I: Applicant Information**

Business/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**SECTION II: Event/Sponsorship Information**

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Please provide a detailed description of the event:



How will this event benefit tourism and how is it expected to contribute to overnight lodging within the county?

Please describe the branding and marketing value this sponsorship holds for the PCCVB:

Total Estimated Attendance: \_\_\_\_\_

Total Estimated Visitor Attendance: \_\_\_\_\_  
*(those attending who have traveled > 50-miles)*

**SECTION III: Budget Information**

Total Event Budget: \$ \_\_\_\_\_

Amount of Sponsorship Funds Requested: \_\_\_\_\_



Have you, or do you plan to, ask for funds from outside organizations for this event?

Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, please fill in the following information:*

Organization(s) Awarding Funds:

Usage Description for Funding Awarded from Outside Organization(s):

Amount Received or Requested from Organization(s):

Have you requested sponsorship or grant funds from the PCCVB before?

Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, please list the year and funding amount granted:*



**SECTION IV: Insurance Information**

Do you have liability insurance coverage for this event?

Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Insurance Agent: \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*Please provide a copy of insurance certificate with this application.*



## SECTION V: Agreement

- The contact person or representative must be present at a meeting of the PCCVB Board of Directors to present their event sponsorship request in person. The PCCVB Board of Directors meet the third Wednesday of every month, excluding December, at 6PM in the Pocahontas County Visitors Center on main street in Marlinton.
- This form must be completed and returned to the PCCVB office two weeks prior to the meeting you attend. Form cans be emailed to Chelsea Faulknier, [cfaulknier@pocahontascountywv.com](mailto:cfaulknier@pocahontascountywv.com), dropped off at the PCCVB located at 301 8<sup>th</sup> Street Marlinton, WV, or mailed to PO Box 275, Marlinton, WV 24954.
- The PCCVB Board of Directors reserve the right to reject any and all sponsorship funding requests.
- The recipient must provide the PCCVB with the results of the Event Sponsorship by completing the Sponsorship Summary Report, which can be found online at [PocahontasCountyWV.com/Partners](http://PocahontasCountyWV.com/Partners), within 60 days of the conclusion of the event. A final breakdown of how sponsorship funds were expended must be disclosed in the Sponsorship Summary Report.
- Any funds distributed to the sponsorship recipient in advance that were unused or misused must be prepaid to the PCCVB within 60 days of the conclusion of the event. Any sponsorship funds that have not been spent during the event or as outlined in the above agreement that the applicant has plans for future use (outside of the duration of event), must be preapproved by the PCCVB Board of Directors. The PCCVB reserves the right to pursue all available avenues pursuant of West Virginia state laws to recover these funds.
- The undersigned agrees to these state conditions and the written Pocahontas County CVB Event Sponsorship policies and will return the summary report within 60 days of the conclusion of the event.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_