

ITC GRANT SPONSORSHIP CHECKLIST

This checklist may be used in lieu of an agreement if both parties sign and date.

- The event is not owned, organized, managed, or hosted by the sponsoring entity (grantee).
- The event sponsored includes a strong overnight stay component if marketing within 200 miles of the event destination or has marketing outside of the immediate 200-mile area to attract overnight stays.
- Messaging in the event marketing material will not be exclusive of other lodging options.
 - If messaging directs to specific lodging options, there will be messaging/links included to help visitors find other local lodging options.
- The sponsoring entity's logo and the ITC logo will be used on all marketing content for the sponsored event named in the agreement and only the sponsored event named in the agreement.
 - In the case that the event only allows for one logo, it is understood that pre-approval will be required.
- These funds will not be used for alcohol funding or alcohol-specific supplies (i.e., kegs or drink tickets), nor will these funds be used for anything deemed inappropriate by Idaho State statute/rules for the usage of Idaho State funds.
- A final invoice will be submitted.
- Return on investment for the sponsoring entity for these sponsorship funds is clearly outlined in the agreement letter and/or described below.

Expected Return on Investment:

EVENT NAME

EVENT START AND END DATES

EVENT ORGANIZER Full Name

Signature

Date

EVENT SPONSOR Full Name

Signature

Date