

Business Association and Chamber Collaborative
Thursday, February 9, 2017, 3:00 p.m.
Tahoe City Visitor Center

In attendance:

Caroline Ross, Stephen Lamb, Rob Weston, Lisa Nigon, Jody Poe, Ava Hinojosa, Eric Pilcher (joined the meeting at 3:36) and Connie Lui via telephone, JT Thompson, Natalie Parrish, Sandy Evans Hall, Dawn Baffone

A. Called to Order at 3:12

B. Public Forum: Any person wishing to address the Business Association and Chamber Collaborative on items of interest to the Committee not listed on the agenda may do so at this time. It is requested that comments be limited to three minutes, since no action may be taken by the Committee on items addressed under Public Forum.

None.

C. Agenda Amendments and Approval-MOTION
(M/S/C Stephen/Lisa/7-0-0)

D. Approval of the Meeting Minutes-MOTION

1. Thursday, December 8, 2016
(M/S/C Stephen/Lisa/7-0-0)

2. Thursday, January 12, 2017
(M/S/C Stephen/Lisa/7-0-0)

Discussion & Strategy:

E. Touch the Lake Campaign Update – Connie, Amber

- Prize for photo contest giveaway is still being finalized. Connie will connect with Natalie.
- 100,000 fan giveaway for NL Tahoe resulted in no leftover prizes so will be researching other prizes.
- Finalizing FB and Instagram advertising which will start next week and running for 4 weeks. Posts are being boosted. Advertising will be focused on Touch Lake Tahoe education.
- Analytics will be forwarded at end of campaign via Augustine. Abbi Agency does not have access to that information. JT requested an email from Connie be sent to him with Touch Lake Tahoe Tracking request for him to forward to Augustine so that it can be included in their monthly reporting.
- She has an updated Social Media tool kit to send to all the BACC members, so she requested an email list from Amber.
- Caroline suggested to send a reminder to all the properties for updated information/staff changes etc.
- Regarding Joy's concerns: Maps were distributed two weeks ago, and the Photo Contest will continue through March 31st. Coupons will go until April 30th. The Social Media message in can continue throughout the ski season.
- Connie commented that there is no budget savings because the costs were the same.
- Amber commented that all the maps have been distributed. Question if all of the corrected maps were distributed. Connie will follow up with all the locations to confirm.

F. Shop Local Results – Natalie

- Natalie will have a final tally this week. Winners have been in contact with permission to post photos and they will be supplying photos to her this week.
- 1,034 cards turned in. Total Revenue \$286,950. Compared to last year \$390,175. Down this year, possibly due to Chamber turnovers.
- Discussion on why the participation was less this year.
- Amber suggested a follow up in the future, maybe a thank you.

- Natalie suggested next year reaching out to prior participants before campaign begins. Discussion about putting the emails into a shopping data base and sending promotions or reaching out quarterly, or seasonally.
- Natalie will distribute a full report as soon as all the information is available.

***Eric Pilcher joined the meeting via telephone at 3:36 to form a quorum and prior motions were approved.**

***Connie left the meeting at 3:41**

G. High Notes Discussion – Amber/JT

1. Schedules/ Agendas

- Amber solicited summer booking information from the group, days of the week and music festivals.
- The online calendar can be used, “Submit your event”.
- JT suggested to send him an email if you have events that need updating that are already on the online calendar. Copy both JT & Amber.
- High Notes will be represented at bigger events.
- Rob suggested marketing High Notes and the North Tahoe concerts on the bands that will appearing social media sites, for example, on their Facebook pages.
- Amber asked for venues to provide free tickets for contests and giveaways.

Action Items:

H. MOTIONS: Visitor’s Guide Advertising – Natalie, Amber

- Profiles for each region in the Summer Visitor Guide needs to be proofed and updated. Business Associations are asked to review what is currently in the Guide and respond with any changes, via email by February 17th.
1. Back Page High Notes ad with a deadline for content provided (\$2,500)
(M/S/C Rob/Caroline/7-0-0)
 - Discussion about High Notes Free Music and Lisa, West Shore Café, may take the Monday slot.
 2. Peak Your Adventure ad, possibly inserted into a better location, (\$1,795)
(M/S/C Caroline/Steven 7-0-0)
 - JT will check with Chaco to see if it can be put into a better location.

I. Presentation Assignments: R.O.I.’s from the prior year and current year request need to be completed by the May Meeting

March-TCDA, NTBA
April-Squaw, Northstar
May-West Shore

- Natalie will send out the R.O.I. Presenters to everyone and the upcoming meeting dates as well.

J. Committee Member Reports/Updates from Community Partners

- Lisa-Snow Cat Tours-Homewood. Pass holder parties and music
- Caroline-SV Women’s World Cup, Earth Day, Peaks and Paws, Winter Wondergrass
- Ava-IVCBVB Meet the Artists Feb. 17th, 4-6
- Natalie-Awards Banquet April 6th.Resort at Squaw Creek. Nomination Forms will go out within the next week. Silent Auction prizes needed.
- Amber-Proposing changes to the Special Event Grand Process, wants feedback
- NTBA Open House Feb 16th, NTEC

K. Adjournment at 4:16

Special Event Grant Funding Program Reimagine

Goal:

Reimagine and improve the Special Event Grant Funding program. Modernize the process and reevaluate purpose and criteria to best accomplish goal of driving TOT funding within the North Lake Tahoe region through local special events.

Purpose of Funding:

- Drive TOT funding
 - Extra consideration for “strike zones”
- Support local events – both fledgling and legacy
- Expand marketing arm of NLTRA

Proposed Changes:

- Change name of program to eliminate “grant” component
 - Special Event Partnership Funding
- Eliminate “seed money” requirement
- Require at least one local lodging partner
 - Room block
 - Discounted room rate
 - Sponsorship – cash/in-kind
 - Venue
 - Marketing support
- Require that events are annual
- Pay recipients 50% of funds at signing of contract and reimburse remaining 50% after receiving post-event report
- Clarify that funds can be used for both in-market and out of market advertising
- Sponsorship request not exceed 25% events overall cash operating budget
- Inclusion of system to track ROI
- Reimagine application documents & process (pre-application information, application, post event report)
 - Include program information on NLTRA website year-round
 - Accept applications online
 - Offer an early submission opportunity for application feedback

Discussion Points

- Funds being used to pay staff to implement the marketing plan
- Points system for application – not only factor in decision making
- System for the NLTRA to assist with event surveys

Timeline:

February:	Meet with Special Event Grant Funding Task Force for Feedback
February:	Present to Marketing Committee for Feedback <ul style="list-style-type: none">▪ Marketing Committee Meeting was Canceled
February:	Present to Director of Sales Meeting for Feedback on Lodging Requirement
March:	Present for BACC Approval
March:	Present for Marketing Committee Approval
April:	Present for Board of Directors Approval
May:	Present in the Scope of Work to Board of Directors

2018 Special Event Partnership Funding

General Program Information

About NLTRA Special Event Partnership Funding

The North Lake Tahoe Resort Association (NLTRA) facilitates a Special Event Partnership Funding program for annual special events in the North Lake Tahoe region. Submissions are accepted once a year for events that take place in the subsequent calendar year.

Eligibility Guidelines, Program Goals:

Relating to the Special Event Partnership Funding program, special events are defined as:

An organized annual event that generates overnight visitors for at least one Placer County lodging property, as well as out-of-area marketing exposure, and is of interest to the general public. Historically these events have included, but are not limited to: festivals, fairs, community events and certain sporting events. Qualified events must reinforce the NLTRA's branding message, provide the NLTRA with a sustainable and appealing destination message, and attract overnight visitors.

The NLTRA is funded by transient lodging taxes (TOT) when paid lodging is utilized in Placer County. Therefore, Special Event Partnership Funding is earmarked for events that occur in Placer County and have a history of or the potential for, attracting overnight visitors to Placer County. The program is a marketing opportunity, providing a financial resource for events to broaden their advertising and promotional efforts (to potential out-of-market visitors) that would otherwise not be possible. Special Event Partnership Funding is not intended to supplement event production expenses or to augment net income.

The NLTRA supports special events because events can:

- Generate new incremental room nights at desirable rates for Placer County lodging properties.
- Create positive awareness and motivate travelers to visit the destination through out-of-market advertising or social media.
- Increase repeat visitation - visitors who come to the destination for an event and have an enjoyable experience may be more likely to return in the future.
- Assist with the NLTRA's destination branding and communications for North Lake Tahoe.

The goals of the NLTRA Special Event Partnership Funding program include:

- To support new events that will grow to be future legacy events for the destination.
- To provide resources for special events to increase their out-of-market marketing efforts to potential visitors.
- To assist special events to grow and realize their full potential in room nights and brand awareness.
- To enhance the positioning and brand of North Lake Tahoe as a more attractive place to live, work and play.
- To extend the event season and fill holes in the regional annual calendar of special events.

The NLTRA reserves the right to determine whether a special event qualifies to apply for Partnership Funding. If an event is uncertain whether they would be considered, please consult with the Events & Communications Manager prior to submitting an application. The following guidelines may assist in determining applicability:

- Only the principal producing entity of a specific event can apply for funding consideration. Likewise, only one organization will be considered for funding on behalf of any single event.
- Venues do not qualify for funding consideration regardless if their intent is to provide supplemental marketing support for one or more events taking place at their facility. However, if a venue is the principal

producing/accountable entity of a specific special event, they may submit an application for funding consideration.

- The event currently promotes, or desires to promote, to potential out-of-market, overnight visitors (spectators and/or participants) and is not primarily an activity for local residents.
- The event can generate overnight visitors to Placer County lodging entities.
- The event is fundamentally not a conference, meeting, industry trade show, workshop or expo.
- The NLTRA will not be the sole/primary revenue source for the event. The event is not contingent upon receipt of NLTRA Partnership Funding to occur.
- The event's Partnership Funding request does not exceed 25% of the event's cash operating budget.
- Awarded funds will be used for advertising, marketing and event promotion, and not for event operations.
- The event is/will occur annually in the destination. The event does not intend to take place one-time only.
- The event does not have a term limit regarding the number of years that it can/or will be held in the destination.
- The event is open to the general public (spectators), promotes attendance to spectators and/or participants, and does not require the general public (spectators) to purchase a membership, conference registration or annual dues to spectate. Spectator ticket charges are acceptable for gated events.
- The event capacity is not limited to a small number of people. It is able to accommodate hundreds (or thousands) of spectators.
- The event will secure partnerships with at least one Placer County lodging property. Partnerships can be in the form of: cash/in-kind sponsorship, room block, special room rate for event, venue location or marketing/promotional assistance.

Application Deadlines:

The completed application and required supplemental documents must be submitted by the final deadline in order to be considered. If an applicant's event occurs immediately before (or after) the application deadline, information from the previous year can be provided in lieu of the current year's information, where applicable.

Optional Early Submission Deadline: 5:00pm (PST) on Friday, September 8, 2017

The optional early submission opportunity could be helpful for events that have not previously submitted a Partnership Funding application and would like to receive feedback. To participate in the early submission option, events must submit their "trial" application and supplemental documents by Friday, September 8, 2017 (5:00pm PST). NLTRA staff will review the information then provide feedback and guidance, allowing ample time for the applicant to modify and resubmit their application by the final deadline of October 6, 2017.

Participating in the early application option does not imply an event will receive a favorable funding allocation recommendation. NLTRA staff review and feedback is only provided to events that submit by the early application deadline.

Final Submission Deadline: 5:00pm (PST) on Friday, October 6, 2017

The final deadline for submission of applications and supplemental documents is Friday, October 6, 2017 (5:00pm PST). Applicants are strongly encouraged to submit 1-2 days prior to the final deadline to minimize the risk of a late submission. Applications and supplemental materials will not be accepted after the final deadline.

The NLTRA Events & Communications Manager will meet with an event representative at any time to discuss the Partnership Funding program as well as the submission process.

It is the responsibility of the applicant to confirm with the Events & Communications Manager that their application and supporting documents were successfully received by the deadline.

Applications and supplemental documents can be submitted electronically or hard copy.

Amber Burke
NLTRA Events & Communications Manager

100 North Lake Blvd., PO Box 5459
Tahoe City, CA 96145

Office: (530) 581.8702

Fax: (530) 581.8789

amber@gotahoenorth.com

Partnership Funding Timeline, Insurance, Payment Schedule:

If Partnership Funding is approved, the event will be required to sign an NLTRA contract agreeing to the terms and conditions of the partnership which includes the sponsor amenities to the NLTRA, issue of a General Liability Insurance Policy naming the NLTRA as additional insured (\$1,000,000 per occurrence and \$2,000,000 general aggregate). The event will also be required to submit a current IRS Form W-9 prior to receiving any payments. The W-9 must be in the same name as the recipient of the partnership funding. Event will also need to supply the NLTRA with a written commitment from the event venue indicating set event dates.

Partnership funding awards will be disbursed in two installments. A partial payment of 50% will be made upon receipt of the signed contract, confirmation of event's marketing plan and confirmation of a Placer County lodging partner/sponsor. The remaining 50% payment will be made after the event takes place, subject to completion of contractual agreements, sponsorship amenities and a post-event ROI report to the NLTRA. Should the funds not be used in the manner stated with in the contract, the organization will be required to return the funds in full to the NLTRA.

Evaluation Process:

Failure to submit all required information and documents by the final application deadline will result in disqualification. Submitting an application does not guarantee Partnership Funding will ultimately be awarded.

All applications will be evaluated through an interview process and closed-door review session. Funding allocation recommendations will be based on: information provided in the application and supplemental documents, how the event compares to other applicants, the amount of funding available versus the total number of applicants, and the destination's current situation analysis. It is imperative that application and supplemental materials communicate complete and accurate information for the Task Force to have a complete understanding of the event and the request. The funding allocation recommendations will then be presented to the NLTRA Marketing Committee for review and discussion and ultimately to the NLTRA Board of Directors for possible approval.

Recommendations are based on qualitative, rather than quantitative analysis which include the following considerations:

Application

Is the application complete; were all questions answered and required information provided? Was the submitted information reasonable, viable and convincing?

Event Dates

Does event occur in a "strike zone" period or during an already busy visitor season? Would the absence of the event adversely affect lodging occupancy?

Annual Occurrence

Does event have potential for longevity? Is there a term limit regarding the number of years that event can/will be held in the destination? Will the event be held annually?

Attendance

What is event attendance, including participants (if applicable) and spectators? What percentage of attendance is estimated to be locals versus out-of-market visitors? Can event expand upon their current attendance or are there short-term capacity concerns?

Room Nights

What are room night projections? Is there a potential for growth in overnight stays with additional marketing efforts? Is the funding request reasonable compared to the room nights that can be generated?

Uniqueness and Appeal

Is event unique and/or iconic to the destination? Are there similar events in primary visitor markets? Would the event appeal to potential visitors? Does it have prospect for growth and long term sustainability?

Out-of-Market Awareness

Does event have the ability to generate out-of-market awareness for the destination that increases the likelihood of attracting overnight visitors? (Awareness can be in the form of traditional advertising, social media, web-based efforts or PR equivalency). Does it support North Lake Tahoe branding and messaging?

Financial

Is event financially stable? Is the funding request less than 25% of the event's cash operating budget? Is event dependent on NLTRA funding in order to occur? In the case of a new event, does it have a realistic plan to sustain through year one (such as revenue and expense projections, marketing plan, estimated attendance and room nights).

Funding Use

Does NLTRA funding make a difference? Did event provide details about how NLTRA Partnership Funding would augment their marketing, advertising and promotional efforts? Would a reduced award, or no award, negatively impact event's ability to maintain or grow their promotional efforts?

Lodging Partnerships

Will event establish a partnership with at least one Placer County lodging property (in the form of room block, sponsorships, venues or marketing support)? Are lodging partners acknowledged and promoted on event's website?

Television or Webcast Affiliation

Will event air on network TV, cable TV or Webcast as a scheduled broadcast? Is the broadcast professionally produced and does it positively highlight the destination?

Sponsor Amenities

Can event extend sponsorship amenities to the NLTRA that provide an opportunity to broaden its own marketing and sales efforts?

Event Producer/Promoter

Does event have professional, turnkey management? Is it produced by paid staff or by volunteers?

2018 Special Event Partnership Funding Application

Note: Refer to the "2018 Special Event Partnership Funding: Application Explanations" document for details and tips about the application.

Section 1: Contact Information

Special Event Name:

Event Date:

Event Host Organization:

What other events have been produced by event promoter or host organization?

Event Mailing Address:

Event Office Phone:

Event Director or Producer:

Title:

Email:

Phone:

Person Completing Application:

Title:

Email:

Phone:

Event Website URL:

Unique Visitors in Past 12 Months:

Facebook Page URL:

Number of Facebook "Likes":

Instagram Handle:

Number of Instagram Followers:

Twitter Handle:

Number of Twitter Followers:

YouTube URL:

Section 2: Event Overview

- Q2.1 Where will event take place?
- Q2.2 Will this be an annual event in the North Lake Tahoe region?
- Yes
 - No (If “no”, explain why)
- Q2.3 Including 2017, how many years has the event occurred in the North Lake Tahoe region?
- Q2.4 Can spectators (general public) attend event?
- Yes
 - No
- Q2.5 Will there be a charge for spectators (general public) to attend the event?
- Yes (If “yes”, provide ticket information: quantity, cost, etc.)
 - No
- Q2.6 Will event implement marketing/promotional effort to generate spectator (general public) attendance?
- Yes
 - No (If “no”, explain why)

Section 3: Financial

- Q3.1 What is the dollar amount of Funding being requested?
- Q3.2 Summarize how Funding will be utilized? (Recap the marketing/promotional efforts that could be implemented with a funding award that otherwise would not be possible.)
- Q3.3 If Partnership Funding is not awarded, will the event still take place?
- Yes
 - No (If “no”, explain why)
- Q3.4 If event does not receive Partnership Funding, or does not receive the full requested amount, summarize the effect to specific programs or promotional strategies.
- Q3.5 Will event solicit additional sponsors, either cash or in-kind?
- Yes
 - No (If “no”, explain why)

Section 4: Marketing, Advertising, Public Relations

- Q4.1 2018 In-Market Paid Advertising Budget:
- Q4.2 2018 Out-of-Market Paid Advertising Budget:

Q4.3 Optional: 2017 Out-of-Marketing Public Relations Equivalency:

Section 5: Broadcast Opportunities (TV or Webcast)

Q5.1 Does the event have media partners, either local and/or out-of-market?

- Yes (Identify partners – indicate whether the primary audience is in-market or out-of-market)
- No

Q5.2 Will event air on network TV, cable TV or Webcast as a scheduled broadcast?

- Yes (Continue to Q5.2)
- No (Skip to Q5.8)

Q5.3 What is the broadcast coverage?

- Local
- Regional (Identify cities or DMAs)
- National
- International

Q5.4 Provide details about the applicable broadcast coverage and anticipated air dates.

- Network or Cable TV
 - Broadcast Affiliates:
 - Air Dates:
 - Program Length:
- Webcast
 - Provider:
 - Air Dates:
 - Program Length:
- Remarks, if any:

Q5.5 Are household ratings or viewership numbers available from the previous year's broadcast?

- Yes (Provide details)
- No

Q5.6 Can the NLTRA receive complementary commercial time during the broadcast as a sponsorship amenity?

- Yes
- No

Q5.7 Can the NLTRA receive promotional exposure (interviews, vignettes, etc.) during the broadcast?

- Yes
- No

Q5.8 If complementary commercial time and/or promotional exposure is available to the NLTRA, summarize opportunities.

Section 6: Lodging Partnerships

- Q6.1 Identify the events Placer County lodging partners in 2017.
- Q6.2 Identify the events anticipated Placer County lodging partners for 2018. List type of partnership if one has already been established.

Section 7: Attendance

- Q7.1 2017 Estimated Spectator/Fan Attendance:
- Represents unique individuals
 - Represents overall event attendance
- Q7.2 2017 Estimated Unique Participants in Attendance:
- Q7.3 Explain how 2017 attendance (Q7.1 and Q7.2) was calculated.
- Q7.4 Spectators/Fans: Based on the 2017 spectator/fan attendance figures (Q7.1), what percentage is estimated to be from out-of-market? (Explain how percentage is calculated)
- Q7.5 Participants: Based on the 2017 unique participants attendance figures (Q7.2), what percentage is estimated to be from out-of-market? (Explain how percentage is calculated)
- Q7.6 2018 Projected Spectator/Fan Attendance:
- Represents unique individuals
 - Represents overall event attendance
- Q7.7 2018 Projected Unique Participants:
- Q7.8 Explain how 2018 attendance (Q7.5 and Q7.6) was calculated.

Section 8: Room Nights

- Q8.1 2017 Placer County Room Nights
- Estimated Paid Room Nights:
 - Estimated Complementary Room Nights:
- Q8.2 Explain how 2017 room nights were calculated.
- Q8.3 Which Placer County lodging properties feasibly received room nights as a result of the event?
- Q8.4 2018 Placer County Room Nights
- Projected Paid Room Nights:
 - Projected Complementary Room Nights:
- Q8.5 Explain how 2018 room nights were calculated.

Section 9: Event Staff & Board of Directors

Q9.1 Is event produced by a paid staff or volunteer committee?

- Paid Staff
- Volunteer Committee

Q9.2 Provide the names and positions of the events key staff/volunteers.

Q9.3 Provide the names of events Board of Directors, if applicable.

Section 10: Sponsors

Q10.1 Identify the top 5 sponsors of the 2017 event.

Q10.2 Identify the top 5 sponsors that the event will target for 2018.

Section 11: Acknowledgements & Electronic Signature

Q11.1 I am authorized to represent the event; information provided in application and supporting documents is truthful.

- Yes
- No (If "no", explain why)

Q11.2 Event will be held annually in the North Lake Tahoe region and is not contingent upon receipt of funding to occur.

- Yes
- No (If "no", explain why)

Q11.3 If event receives funding, partnerships will be secured with at least one Placer County lodging property.

- Yes
- No (If "no", explain why)

Q11.4 Event will collaborate with the NLTRA (if requested) to collect survey information, or share existing information if event conducts their own survey.

- Yes
- No (If "no", explain why)

Q11.5 If Partnership Funding is awarded, funds will only be utilized for event promotion and marketing.

- Yes
- No (If "no", explain why)

Q11.6 If Partnership Funding is awarded, event will include the NLTRA logo and link on their website and in applicable advertising materials.

- Yes
- No (If "no", explain why)

Q11.7 If a funding award is received, event will issue a Liability Policy (\$1M per occurrence/\$2M aggregate), as well as naming the NLTRA as an additional insured.

- Yes
- No (If "no", explain why)

Type your name and date, which denotes your signature as an authorized representative of the event.

Name:

Date:

Required Supplemental Documents

Document #1: Event Overview

- Yes, will submit
- No, will not submit

Document #2: 2017 Profit & Loss Statement

- Yes, will submit
- No, will not submit

Document #3: 2018 Event Budget

- Yes, will submit
- No, will not submit

Document #4: Marketing/Promotional Plans – Part A: Marketing Plan Without Receipt of Funding, Part B:

Marketing/Promotional Initiatives to be implemented with Receipt of Funding

- Yes, will submit
- No, will not submit

Document #5: Potential Sponsorship Amenities to NLTRA

- Yes, will submit
- No, will not submit

Document #6: OPTIONAL PR Equivalency for Out-of-Market

- Yes, will submit
- No, will not submit

2018 Special Event Partnership Funding Application Explanations

To assist events in preparing their submission, this document provides general direction, clarifies particular application questions and reviews required supplemental documents.

General Definitions:

The following definitions pertain specifically to the Partnership Funding Program with the objective of improving consistency among submissions.

Spectator/Fan: Someone who primarily attends an event as an onlooker or observer, to experience an event's activities or offerings, to be entertained, to support a cause or for social interaction. Spectators can be a part of an audience watching a performance or competition, or they can be more actively involved by experiencing activities.

Participant: Someone who attends the event purposely as a competitor, sponsor, vendor/exhibitor, support crew/team, entertainer/performer, volunteer, official, media or support staff. Examples include (but are not limited to): a competitor in a triathlon, ticketed participant in a class during a festival, TV broadcast production crew, exhibitors or vendors at a festival, volunteers at a golf tournament, or registered media at a food and wine festival.

Unique Individual (Attendee): A unique individual is counted one time only, regardless of how many event activities, venues or days they attend. Unique individual estimates are utilized when determining the economic impact of an event.

Total Attendance: The compilation of head counts for every venue and activity over the duration of the event. Total attendance presumably reflects unique individuals being counted multiple times if they attend multiple activities or days within the event's scheduled offerings. Because total attendance does not necessarily equate to unique individuals, it would not accurately reflect economic impact or room nights generated.

Room Nights: A guestroom multiplied by the number of nights occupied (1 room x 3 night stay = 3 room nights).

Paid Room: The lodging property received monetary compensation for a room related to an event, whether paid for by the event organizer, spectators or participants. The NLTRA is funded by room taxes generated when paid rooms are utilized in Placer County.

Complimentary Room: The room was provided at no charge to the guest by the lodging property. For example, an event might receive complimentary rooms in exchange for being named a sponsor. Placer County room tax is not collected for complimentary rooms.

In-Market: Less than a 100-mile radius of North Lake Tahoe. Communities include, but are not limited to: the Lake Tahoe Basin/Truckee, the Reno/Sparks metropolitan area, Carson City, Minden/Gardnerville, Fernley, and Fallon. In-market spectators and attendees may have a lower propensity to utilize overnight accommodations in Placer County.

Out-of-Market: More than a 100-mile radius of North Lake Tahoe. Spectators and participants that reside more than 100-miles from North Lake Tahoe may have a greater propensity to utilize overnight lodging in Placer County.

Placer County: Communities include: Tahoe City, the West Shore of Lake Tahoe, Squaw Valley, Northstar, Kings Beach, Carnelian Bay, and Tahoe Vista.

Strike Zone: A goal of the funding is to promote events that take place in the off-peak season, or strike zone. This includes the following:

Lakeside Communities: January – May, September – November
Mountainside Communities: May – November

Greater consideration will also be given to events that generate mid-week lodging any time of the year.

Application Section 2: Event Overview

Partnership Funding is for annual special events. Events that intend to take place one-time only will not be considered for funding. In addition, events should not have a “term” limit regarding the number of years it can/or will be held in the destination.

Q2.6: This queries whether an event plans to engage in marketing or promotional efforts to generate spectator attendance. If an event does not promote to spectators, summarize why within the allocated line limit.

Application Section 3: Financial

Only the principal producing entity of a specific special event can apply for funding consideration. Likewise, only one organization will be considered for funding on behalf an event. Venues do not qualify for consideration regardless if their intent is to provide supplemental marketing support for one or more events taking place at their facility. However, if a venue is the producing/accountable entity of a specific event, they may submit an application for funding consideration.

The NLTRA should not be the sole/primary revenue source for an event, nor should an event be dependent upon receipt of funding in order to take place. Events should be financially viable without NLTRA partnership funding. The funding request should not exceed 25% of an event’s overall cash operating budget and awarded funds are to be used for advertising, marketing and event promotion, not for logistics or operations or to supplement net income.

Q3.1: The funding request should not exceed 25% of an event’s overall cash operating budget and should equate to the initiatives outlined in the applicant’s supplemental document entitled Marketing Plan (Part B).

Q3.2: Summarize how the requested amount of Partnership Funding would be utilized. Include marketing and promotional efforts that could be initiated with funding that would not be possible without funding. In other words, explain how funding makes a difference. Responses are limited to 10 lines of text as this is a summary statement only. Details should be provided in event’s Marketing Plan (Part B) of the required supplemental documents.

Q3.4: If event does not receive a funding award, or receives less than their requested amount, summarize how (or if) specific programs would be reduced or eliminated.

Application Section 4: Marketing, Advertising, Public Relations

Refer to the Page 1 for definitions of “in-market” and “out-of-market” as it pertains to Partnership Funding.

Partnership Funding is a marketing opportunity that provides a financial resource enabling events to broaden their advertising and promotional efforts that otherwise would not be possible. Event applicants should currently promote, or desire to promote, to potential out-of-market visitors (spectators and/or participants). The ultimate goal of the funding program is to generate room nights for Placer County lodging entities.

An event’s marketing and communications strategy can positively impact awareness and influence attendance objectives. As well, those promotional efforts can generate general awareness for the destination.

Public Relations Equivalency (a.k.a. Advertising Value Equivalency) measures the media coverage generated from a public relations campaign and is commonly tracked by a third-party. It measures the size of the coverage gained, its placement, and calculates what an equivalent amount of advertising space, if paid for, would cost. By tracking PR Equivalency, an

event can demonstrate their ability to generate out-of-market awareness even if their out-of-market advertising budget is minimal or non-existent.

Q4.1 and Q4.2: These questions relate specifically to planned paid advertising, both in-market and out-of-market. Do not include your anticipated Partnership Funding award in these budget numbers since a funding award is not guaranteed. The anticipated spend should be reflected in event’s supplemental document entitled Marketing Plan (Part A).

Q4.3: This question is optional and should only be answered if the event utilized a tracking service for their out-of-market public relations efforts and can provide a PR Equivalency Report with their submission. If an event is not providing an Out-of-Market PR Equivalency value, enter “n/a” in the response box.

Application Section 5: Broadcast Opportunities (TV or Webcast)

In some situations, a made-for-television show or webcast may be produced specifically in conjunction with an event. Television broadcasts and webcasts are beneficial because they introduce the destination to new markets and audiences, or reinforce destination awareness in traditional markets.

Purchasing TV, radio or print advertising is not considered a broadcast opportunity. Instead, that information should be included in an event’s Marketing Plan (Part A and/or Part B) of the required supplemental documents. It also does not refer to incidental public relations coverage such as a mention in a newscast.

Q5.1: All applicants must respond to this question. A media partner provides advertising, publicity, promotions, broadcast services or general awareness-building to promote and publicize the event to potential attendees. A media partner has distinct interest in the success of the event and is not merely selling services/advertising. Media partners often receive recognition as an event sponsor. Applicants should identify each media partner and indicate whether that partner’s primary audience is “in-market” or “out-of-market.” For example: Moonshine Ink (in-market), CBS Sports (out-of-market), KTKE-FM 101.5 (in-market).

Q5.2: If an event does not have a TV broadcast or webcast affiliated, answer Q5.1, and then skip to Section 6.

Q5.5: Provide information about the potential reach of the broadcast or webcast. The hypothetical influence of a television broadcast can be assessed by the potential household distribution. However, actual ratings provide a more accurate analysis of viewership and are preferred, if available. Regarding a webcast, analytics can be easily tracked, including unique viewers on PCs, tablets and smart phones.

Q5.6-Q5.8: These questions refer to specific NLTRA messaging opportunities during the webcast or TV broadcast that might be available (at no charge to the NLTRA) as a sponsorship amenity. Examples include:

- The NLTRA can create a vignette promoting the destination
- The NLTRA receives complimentary commercial spots
- The NLTRA can provide destination B-Roll footage that will be incorporated within the broadcast
- The NLTRA logo is featured on opening/closing billboards of the broadcast
- An NLTRA spokesperson is featured in an interview
- An NLTRA banner or logo is strategically placed within camera-view

Application Section 6: Lodging Partners

The NLTRA is funded by room taxes generated when paid rooms are utilized at Placer County lodging properties (see page 1 for a list of communities within The County). NLTRA Partnership Funding stipulates that partnerships must be secured with at least one Placer County lodging entity for events.

Partnerships can be in various forms: cash/in-kind sponsorship, room block, discounted room rate promoted to spectators or participants, venue location or marketing/promotional assistance. In the spirit of “partnership”, lodging partners should be acknowledged on the event’s website as a sponsor.

Application Section 7: Attendance

Refer to Page 1 for the definition of Spectator, Participant, Unique Attendee, Total Attendance, In-Market and Out-of-Market. If 2018 will be the first time that the event takes place in the destination, skip to Q7.7.

The event should be open to the general public (spectators) and promoted to spectators and/or participants. It should not require the general public (spectators) to purchase a membership, conference registration or annual dues to spectate. Spectator admission charges are acceptable for gated events.

Event attendance can signify economic, social and infrastructural impact. Non-gated, multi-day, multi-venue events may find it especially challenging to determine attendance figures. Suggested estimation methods (perhaps in combination) include: ticket scans, gate receipts, clicker counts, aerial photographs, participant registration, seating capacity versus unoccupied seats, city police crowd estimates, vendor feedback, parking revenue/parking capacity, informal onsite spectator surveys, post-event participant surveys, or commissioning a 3rd party formal survey.

Spectators vs. Participants: Event attendance is often associated with spectators, fans or audience members. However, events can also have a considerable number of participants, comprised of competitors, sponsors, vendors/exhibitors, support crew/teams, registered attendees, officials, volunteers, support staff or entertainers. All contribute to overall attendance. Distinguishing attendees between spectators and participants can provide a better understanding of the event’s potential impact to overnight lodging and economic impact.

Total Attendance vs. Unique Attendees: Attendance is one of the most fundamental measurements of an event but is often misinterpreted. In order to accurately assess destination impact, it is important to establish whether figures represent total overall attendance or unique individuals.

- For example, reporting an attendance of 3,600p over a three-day festival is often inferred to imply that 3,600 unique individuals were present at the event, thus inflating the impact to lodging, local economy, infrastructure and community. In reality, it might actually represent 1,200 unique individuals, each attending 3 days.

There are circumstances however in which total event attendance may also represent unique individuals.

- For example, a one-day, single-venue, ticketed event can reason that each ticket surrendered represents one unique individual in addition to total attendance. Likewise, events with registered participants can easily calculate the number of unique individuals that are represented.

Q7.1 and Q7.6: These questions request 2017 attendance estimates and 2018 projected attendance specific to spectators. Applicant should identify whether the figures represent unique individuals or total attendance.

Q7.2 and Q7.7: These questions request an estimate of the unique participants for the 2017 event, as well as a projection for the 2018 event. Refer to page 1 for the definition of “Participant.”

Q7.3 and Q7.8: Provide a reasonable explanation of how attendance was determined and reference (or attach) any information source that is relevant in support of that estimate. A mathematical explanation of how the figures were determined is also helpful.

Q7.4 and Q7.5: Specific to the 2017 event, estimate the percentage of spectators, as well as participants, who were from out-of-market. Applicants should provide a reasonable explanation of how figures were determined and may reference (or attach) any information source that is relevant in support.

Application Section 8: Room Nights

Refer to Page 1 for definitions of: Placer County, Paid Room, and Complimentary Room. If 2018 will be the first time that the event takes place in the destination, skip to Q8.4.

The NLTRA acknowledges the difficulty in substantiating room nights since there are numerous booking methods available to overnight visitors (online, call-in, mobile app, travel agent, etc.), as well as a variety of motivating reasons to visit the destination. Events that have a room block or special booking code can request a utilization report from their lodging partner. For events that do not have room blocks or special booking codes, suggestions for estimating room nights (perhaps in combination) include: requesting lodging info on participant and vendor registration, feedback from lodging partners, informal onsite surveys, informal follow-up surveys or commission a formal survey.

Q8.1 and Q8.4: Provide a reasonable estimate of Placer County room nights generated in 2017, and room nights anticipated in 2018, as a direct result of the event. Rooms utilized should include spectators/fans, as well as participants (competitors, sponsors, vendors, support crew/teams, volunteers, officials, support staff, performers, media pool, etc.). Estimates should be differentiated by paid room nights and complimentary room nights.

Q8.2 and Q8.5: Provide a feasible explanation of how room night estimates were derived and attach or reference any information source that is relevant. Documentation from lodging partners verifying room night utilization is not required. However, if information exists that can corroborate your figures it would be advantageous to include them. Suggested sources for estimating your room nights include: a recent research study; informal onsite surveys; participant registration forms; rooms utilized by competitors, athletes, vendors or suppliers, and feedback from lodging partners.

Optional: Photo or Video Highlights

To augment a submission, photo or video highlights may be submitted with the Partnership Funding application, adhering to the final deadline of 5:00pm, October 6, 2017. This may be especially beneficial for new events.

Video highlights should be submitted by email and cannot exceed 3 minutes in viewing time. Suggested images include: event action, featured activities, crowd/spectator shots, vendor area, or clips of the TV broadcast (if applicable). Please do not submit DVDs.

Required Supplemental Documents

To be evaluated for possible a funding recommendation, the following five (5) documents are required as part of a submission. Providing partial information could result in disqualification from consideration.

Event Overview – Document #1

This is an opportunity to provide details about the event, as well as clarify the event's impact to the destination. Assume that evaluators are not familiar with the features and benefits of the event. Suggested information to include is:

- Provide event description; include its mission and goals.
- Summarize why the event would appeal to out of town visitors; what is unique about the event and whether similar events are offered in other nearby destinations.
- **Spectator-Based Events:** Highlight the activities available to the general public (free and/or ticketed), the location(s) of those activities, and the type of spectators that typically attend.
- **Competitive-Based Events:** If the event features a competitive sporting component as an integral component, provide information about the sport and contestants. Include details about the sanctioning body (if applicable), whether there are tour dates in other locations, and how the local event factors into the overall schedule. If other groups also travel with the competitors (i.e. support crews, vendors, officials, TV broadcast/production crew, event volunteers, friends/family, etc.), describe their impact in generating overnight lodging.

- **Participant-Based Events:** If the event features participants as an integral component of the event (i.e.: musicians, artists, cooking competitors, entertainers, etc.), describe who they are and how they impact overnight lodging. If other groups also travel to the event (support crews, vendors, officials, TV broadcast/production crew, event volunteers, friends/family, etc.), describe their impact to Placer County lodging.
- Summarize plans to enhance or expand the event experience to attract additional spectators and/or participants.
- If an economic impact study or spectator demographics are available, the applicant is encouraged to include a summary of the findings.
- Incorporating a bullet-point summary of key facts and statistics can accentuate the most important benefits of the event to the destination. Examples include: TV or webcast broadcast reach or opportunities, new activities/programs, expansion plans, room night impact, attendance (or unique individuals) impact, social media growth, event recognition awards, etc.

2017 Profit & Loss (P&L) – Document #2

A Profit & Loss (P&L) Statement summarizes the revenue, costs and expenses incurred during a specific time period and is also referred to as an Income Statement or an Income and Expense Statement.

Submit a 2017 P&L Statement disclosing itemized revenue (ticket sales, sponsorship sales, F/B sales, alternate revenue streams, etc.) and itemized expenses (operations, equipment rentals, overhead, entertainment, marketing/advertising, etc.) and the resulting net profit or loss.

New events to the destination, occurring for the first time 2018, are exempt from providing a 2017 P&L Statement.

Events occurring after the October 6, 2017 application deadline may submit their 2016 P&L Statement in lieu of providing a 2017 P&L statement.

2018 Event Budget – Document #3

The event budget is an essential part of event production and management. Producers/promoters should be able to forecast, with reasonable accuracy, the financial outcome of the event by identifying all probable expenditures and all expected revenue sources.

Submit a detailed 2018 event budget that includes itemized revenue (ticket sales, sponsorship sales, F/B sales, alternate revenue streams, etc.) and itemized expenses (operations, equipment rentals, overhead, entertainment, marketing/advertising, etc.). The line item(s) for advertising expenses should be consistent with the figures provided on Q4.1 and Q4.2 of the application.

Submitting a partial budget (such as marketing budget only) is not acceptable. The 2018 Event Budget should be consistent with information provided in the funding application.

2018 Marketing Plan (Part A & B) – Document #4

Part A – Marketing Plan Without NLTRA Funding Award

Provide a marketing, advertising and public relations plan that summarizes the event's efforts to promote to spectators and participants. This portion of the marketing plan should not reflect initiatives that would be implemented with NLTRA Partnership Funding, since receipt of an award (or a specific award amount) is not guaranteed. Instead, include only those elements that will be implemented regardless of the funding outcome.

The plan should be categorized by "in-market" and "out-of-market" efforts. For out-of-market efforts (if applicable), identify the cities or regions that will be targeted.

Include all communication methods that event plans to utilize, such as: print, outdoor, website, e-blast, collateral pieces, social media, search engine marketing, broadcast, newsletters, radio or other outreach. If event has marketing or media partners who will provide additional promotional services in support of event, summarize those activities.

Part B – New Marketing and Promotional Initiatives With NLTRA Funding Award

The intent of Part B is to demonstrate how an NLTRA Partnership Funding award will enhance the event's marketing and promotional efforts that otherwise would not be possible. In this section, identify specific new initiative(s) that could be implemented with receipt of a funding award, and/or existing campaigns that could be expanded upon with receipt of a funding award.

Sponsorship Amenities – Document #5

Partnership Funding is equated as a sponsorship, rather than a grant, with an expected ROI in the form of sponsorship amenities that enable the NLTRA to extend its marketing and sales efforts to expand destination awareness and generate overnight visitation. Potential NLTRA sponsorship amenities will be considered when evaluating applicants and amenities that provide NLTRA exposure to a potential out-of-market audience are particularly desirable.

Provide an itemized list of potential sponsorship amenities that could be extended to the NLTRA. Potential amenities should correspond to the amount of funding being requested. Once a funding award recommendation has been approved by the NLTRA Board, the final negotiated amenities package will reflect the actual award amount.

The following list provides examples of amenities that could assist the NLTRA in marketing the destination. These are suggestions only and applicants may have unique opportunities that are not mentioned below. Do not copy and paste this list, only include amenities that can be offered to the NLTRA. If event is televised and can extend complimentary commercial inventory, interviews, vignettes or other on-air exposure as a sponsorship amenity, provide additional details.

- Inclusion of NLTRA logo and hyperlink in event's e-newsletters
- Posting specific messages (content provided by NLTRA) on event's Facebook, Twitter or other social media
- Opportunity for NLTRA specific messaging (content provided by NLTRA) in event's e-newsletter
- Advertisement space on event's website
- NLTRA destination promotional video embedded on event website
- Specific descriptive message and link from event website to GoTahoeNorth.com (example: click here for North Lake Tahoe lodging information)
- Event tickets for NLTRA contest giveaways or client hosting opportunities
- Opportunity to interact with out-of-market journalists that may be scheduled to attend the event
- Ad space in event's program guide
- Inclusion of NLTRA logo in event's out-of-market print ads
- Inclusion of NLTRA logo in event's brochure or direct mail pieces
- NLTRA logo on event posters, postcards, logo wear
- Distribution of NLTRA destination brochures at out-of-market shows that event staff may attend, or at out-of-market business locations that event may have partnered with
- Distribution of NLTRA collateral materials in event participant registration packets, at event information booth or on event shuttles
- NLTRA banners displayed during event
- NLTRA banners displayed on event's shuttle transportation
- Daily PA announcements during the event (content provided by the NLTRA)
- Exhibit booth at the event
- Complimentary NLTRA commercial spots on TV broadcast or webcast
- Opportunity for destination exposure via destination vignettes, interviews, on-air announcements of North Lake Tahoe branding messages during TV broadcast or webcast
- Opportunity for opening/closing billboard recognition (ie: logo and/or voiceover) during TV broadcast or webcast

PR Equivalency Report for Out of Market – Optional

This attachment is only required if an applicant provided a dollar amount for Q4.3. Applicants that did not answer Q4.3 can disregard this optional attachment. For event applicants that answered Q4.3, attach an Equivalency Report for out-of-market exposure only (do not include in-market reporting), as determined by standard industry practices for 2015. PR clips are not requested.