



Santa Rosa Tourism Business Improvement Area Event Support Application

The Santa Rosa Tourism Business Improvement Area (SRTBIA) offers the opportunity for event planners and organizers to seek funding to support their events in Santa Rosa. These guidelines set forth the criteria for application to the SRTBIA. As the primary purpose of the SRTBIA is economic impact, all SRTBIA applications must detail how the proposed event will generate overnight stays.

To ensure the success of your application, please note the following:

- Applicants must use the attached Application Form.
(You may attach additional information to your application, if necessary.)
- Send completed forms and any additional material to Rafael Rivero with the City of Santa Rosa at RRivero@srcity.org with a copy to Tanya Rainey with Visit Santa Rosa at tanyar@visitsantarosa.com.
- You may apply at any time during the year, however, your application will not be reviewed until the next scheduled SRTBIA Board meeting following the receipt of your application. Your application must be received 7 working days prior to the meeting for consideration. The SRTBIA Board will review the application and vote on funding. SRTBIA Board meetings are held on the fourth Thursday of every other month. (Subject to change.)
- Questions should be addressed to the Executive Director of Visit Santa Rosa at 707-524-2116 or bradc@visitsantarosa.com.

Event Support Application Assessment Process

Applications will be reviewed by the SRTBIA board. Consideration for approval and the amount of funding awarded will be dependant on several factors. Overnight stays, new event or repeat event, media coverage, marketing & brand support for Santa Rosa, event time (season vs. off-season), organizational plans and potential for long term growth. Support is subject to available funds and at the discretion of the board.

Event Timing

The most important consideration will be event timing and special consideration will be given to events that are held during low occupancy. For an estimate of occupancies during your event contact the Executive Director of Visit Santa Rosa.

Timing

Event held during peak occupancy
Event held during shoulder period
Event held during low occupancy

Special Consideration

Low
Medium
Extremely High

Other consideration will be given to events based upon the below chart.

Category

Consideration

Confirmed room nights during non-peak occupancy

The goal is to produce a minimum of 100 new or additional room nights within the city limits of Santa Rosa (excluding vendor and staff rooms) during need times. For new events: estimate room nights or provide supporting documentation from a similar event. For existing events provide supporting documentation including potential for expansion.

< 100	Low
101-500	Medium
>500	High

Media Coverage

Local	Low
Regional or non-major	Medium
Major outlet and/or national coverage	High

Long Term Growth Potential

0-100 Room Nights	Low
101-500 Room Nights	Medium
>500 Room Nights	High

Marketing & Organizational Plan

None	Low
Minimal marketing plan	Medium
Well thought-out & organized	High

The SRTBIA board will evaluate each event separately and allowable expenditures will vary depending on many of the above factors. At its discretion the board may only allow one type of expenditure (such as marketing & advertising).

Example of Allowable Expenditures

- Site fees and other related costs incurred within the city limits of Santa Rosa. (*Including facility rental, insurance, labor, security, event officials, use of special floor, equipment or stage set-up, etc.*)
- Marketing and advertising expenses related to efforts outside Sonoma and the immediately surrounding counties of Napa, Lake, Marin and Mendocino. These include but are not limited to promotional materials, trade shows, advertising and media buys.

Disallowed Expenditures

- General operating or administrative salaries or wages.
- Advertising and marketing expenses in Sonoma County or the immediate surrounding counties.
- Site fees and other related costs incurred outside the city limits of Santa Rosa.

Repeat Submissions:

Events may be funded more than one time; however, the intent is for events to become self sustaining. Organizations may submit applications for different events.

Post-Event Summary Report:

All expenditures *for items funded by SRTBIA* must be documented and a report must be received by the Executive Director of Visit Santa Rosa no later than 90 days following the last day of the funded event. The report should include:

1. A brief summary outlining estimated attendance
2. A zip code analysis or event attendance survey that details the number of attendees that are from out of the area
2. Information on advertising placed to promote the event (if applicable)
3. A general assessment of the event which addresses its success and any concerns or recommendations for changes.
4. Estimated room nights in Santa Rosa with methodology for calculation room nights.
5. Copies of checks issued for payment of services or copies of corresponding invoices equal to the amount of funding provided

Failure to submit your post-event summary within 90 days or submitting summaries with incomplete or missing information may affect final funding and considerations of future applications.

OVERVIEW OF EVENT SUPPORT TERMS

1. Include the Visit Santa Rosa logo and the City of Santa Rosa logo on printed materials, marketing materials, and link the Visit Santa Rosa logo to VisitSantaRosa.com and City logo to OutThereSR.com from the event/organization website.
2. Permitting the Visit Santa Rosa to hang signage at the event and be given sponsorship benefits as per the value of the event support.
3. Guarantee a complete and accurate report of the event's activity to the Visit Santa Rosa within 90 days of the event conclusion (including complete expense statement on reimbursable items, if applicable). Included in this documentation should be verification of total room nights, total event attendance, estimated attendance from out of the area and if possible estimated local spending by event organizer.
4. Agree to notify the Visit Santa Rosa immediately if the event is cancelled, rescheduled or downsized. Because of the importance of filling room nights over need times, if the dates of the event are changed, the contract becomes void and funding will no longer be guaranteed. The SRBIA Board must approve funding for the new dates.
5. Hold harmless the Santa Rosa Tourism Business Improvement Area, the Santa Rosa Metro Chamber of Commerce dba the Visit Santa Rosa, the City of Santa Rosa and staff and volunteers from said mentioned organizations from all claims, liabilities, causes of action and judgments arising out of the event.
6. Unless previously agreed upon or given a waiver, only Santa Rosa (within SRTBIA boundaries) room nights will be considered in the 'Room Night' counts for your application.
7. If event support is granted, a completed and signed W9 must be provided prior to payment.

Event Details	
Event Name	DJFE Sprint Triathlon Series
Event Date(s)	27 September 2020
Event Description	This triathlon series was created to help bring the sport of triathlon to Sonoma County. These are short distance triathlons open to all levels of ability. They are an excellent first triathlon and help you succeed in a non-competitive atmosphere. All are welcome to participate. Excellent for novices, great competition for the seasoned triathlete. This event is non-competitive and time is not recorded. It is designed for you to complete and enjoy. The sprint is a 400y swim in a heated pool, a 9 mile bike ride and a 3.1 mile run. The mini sprint is a 100y swim in a heated pool, a 3 mile bike ride and a 1 mile run. The race starts at Finley Aquatic Center and travels along the Santa Rosa Creek Trail for the bike and run course.
Event Location	Finley Park & Swim Center
Is this a new or returning event?	Returning
Contact Name Phone Email Mailing Address	Dana Jones 707-291-7164 dana@djsfitnessevolution.com 239 Juanita Court, Santa Rosa, CA 95401
Legally Responsible Organization	Inspiration Sports Foundation, Inc.
Total Event Cost	6,000
Amount Requested	1,500
How Will Funds from SRTBIA Be Used?	To pay for marketing expenses to increase race registration.

General Event Information (Please answer all questions fully)

<p>How many room nights will the event generate? In the City of Santa Rosa? In Sonoma County?</p>	<p>25 - 30 nights within Santa Rosa.</p>
<p>Who is the target audience for this event?</p>	<p>Beginning triathletes ages 7-80.</p>
<p>What is the anticipated attendance? Attendees from out of Sonoma County? Attendees from within Sonoma County?</p>	<p>150+ athletes plus their families. Based on last year's projections 40-45% are from out of county. Based on last year's projections 55-60% are from within the county.</p>
<p>What is the history of this event?</p>	<p>It started as a safe race for beginning triathletes in 2014. A good number of athletes are interested in triathlon, but are often afraid because of swimming in open water. This race provides a "safe space" for athletes to try out their triathlon aspirations.</p>
<p>If this is an existing event, how many room nights has it produced in the past within the City of Santa Rosa?</p>	<p>50+ nights are estimated. This isnt something we have tracked before 2017.</p>
<p>Have you approached or contracted with any lodging establishments for the event for which you are requesting support? If so, who have you contacted and how many room nights have you requested?</p>	<p>We have not been approached or contracted.</p>
<p>If you receive event support from the SRTBIA, we ask that you use Visit Santa Rosa services for securing room nights (there is no charge for this service). Will you be able to do so? If not, why?</p>	<p>Yes, we welcome support from SRTBIA in securing room night.</p>
<p>Describe the event's capacity to incubate (Can this event grow in the future years?) What kind of room night growth do you anticipate over the years?</p>	<p>The potential for growth at this event is significant. In the past, we have not had funds to market properly and with the sport of triathlon growing, the race has room to grow up to 500 participants.</p>
<p>How does this event support or re-affirm Santa Rosa's brand?</p>	<p>We are bringing many athletes from outside the county to visit our wine country and also be in a location with many diverse interests. From wine tasting to shopping there is something to bring them here and keep them here for our race weekend.</p>

<p>Describe the community support for this event. Include financial and in-kind support.</p>	<p>In the past, we have been supported by Fleet Feet and in-kind support from Clover and Echelon. We are attempting to work with other business as the event grows.</p>
<p>How will this event be funded in the future?</p>	<p>Through donations and volunteering.</p>
<p>Describe the marketing plan for the event. What type of exposure will Santa Rosa get?</p>	<p>This event in the past has been word of mouth and minimal social media exposure. The plan is to increase print media, and social media marketing. Santa Rosa will be marketed through our event because of our weather and location, many athletes come for the area. The event is a bonus.</p>
<p>Will there be media coverage of this event? Local – Regional – National</p> <p>With this media coverage, describe who will be covering this event</p>	<p>We have not done media coverage in the past and are hoping to reach out to local radio stations and local papers for media exposure.</p>
<p>Additional information or comments.</p>	

Applications will be reviewed and considered only at regularly scheduled SRTBIA board meetings. Please attach any other documentation that you fill will be beneficial to the SRTBIA in making its decision regarding funding for this event. *All events receiving funding are required to meet state, local and federal requirements, including any insurance, licensing, permits, certificates, etc.*

STRBIA Event Recap	
Event Name	DJFE Sprint Triathlon Series
Event Date(s)	27 September 2020
Event Description	<small>This triathlon series was created to help bring the sport of triathlon to Sonoma County. These are short distance triathlons open to all levels of ability. They are an excellent first triathlon and help you succeed in a non-competitive atmosphere. All are welcome to participate. Excellent for novices, great competition for the seasoned triathlete. This event is non-competitive and time is not recorded. It is designed for you to complete and enjoy. The sprint is a 400y swim in a heated pool, a 9 mile bike ride and a 3.1 mile run. The mini sprint is a 100y swim in a heated pool, a 3 mile bike ride and a 1 mile run. The race starts at Finley Aquatic Center and travels along the Santa Rosa Creek Trail for the bike and run course.</small>
Event Location	Finley Community Park & Pool
Recap Prepared By	Dana Jones
Event Attendance by Day	
Are you attaching a zip code analysis or visitor survey results?	
If no zip code analysis or survey is being provided, how many visitors do you estimate came from out of the area?	
How many room nights do you estimate were used within Santa Rosa? What SRTBIA lodging establishments were contracted/used for the event?	
How were SRTBIA funds used?	
Is there any other economic impact you would like to share about the event?	

This is to be completed and returned to the Visit Santa Rosa Executive Director within 90 days of the conclusion of the event.

Please attach any relevant information including copies of articles, advertisements, press releases or economic data related to the event.