

COMMUNITY EVENTS FUNDING REQUEST

Due: February 14, 2013

Event Name: Annual Tree Lighting_____

Address: C/O Tigard Area Chamber of Commerce, 12345 SW Main Street

City, State, Zip: Tigard, OR 97223_____

Contact Name: Dianna Weston,_____

Telephone Number: 503.970.7372_____

E-mail address: dttevents@tigardchamber.org_____

1. **Request** (express in whole dollar amounts only)

Cash \$2500

In-Kind Services-hours (use of City property, City staff support, etc. Please explain the services requested on a separate sheet) see attached

Total Request \$2500

2. **Purpose of Funding Request:**

To assist in offsetting costs associated with holding this annual free event, which is held every year on the first Friday in December. Funding will also help to "grow" the event, enabling marketing to the community at large, as well as helping to defray associated costs such as staging, professional lighting, signs, banners, flyers, as well as to possibly invest in seasonal street decorations.

3. **How will this event benefit the Tigard Community?**

Help foster a deeper sense of community for all residents and enhance awareness of Downtown Tigard as not only the heart of our community, but as a unique and fun shopping and gathering area.

4. **How many Tigard residents do you anticipate participating in this event (or these events)?**

Last year this event grew to an estimated 500 residents participating in both the lighting and the "Meet Santa" activity afterwards. This is up from 225 to 300. We hope to continue this growth and add even more fun for families.

5. **Please submit the following information with this request: (The Tree Lighting Event is not a non-profit organization and is accomplished primarily with volunteer labor and donations)**

- a. Most recent annual budget compared with the prior year's actual revenues and expenditures. The Budget should identify the period to which it applies, beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- b. Audit report or financial statements for the last fiscal year.
- c. Articles of Incorporation.*
- d. 501(c)(3) status.*
- e. Organization Bylaws*

* Information not required if it has been submitted at least once in the last five years.

Please note that a lack of adequate financial information could result in denial of request.

CITY OF TIGARD, OREGON
 13125 SW HALL BLVD.
 TIGARD, OREGON 97223
 503-718-2487

COMMUNITY EVENTS FUNDING REQUEST FOR ANNUAL TREE LIGHTING

In-Kind Services

| Department/Organization | Service | Hours/Estimated Value |
|--------------------------------|--|------------------------------|
| TVF&R | Help with tree lights (lift-truck) | 6 |
| | Transport for Santa and Mrs. Claus | 2 |
| Tigard PD | Traffic control night of event | 3 |
| | Create thank-you banners | \$400 |
| | Photography | \$500 |
| Public Works/Parks | Storage | \$720 annually |
| | Lighting Check (November) | 2 |
| | Use of Liberty Park as venue | Unknown |
| | Help with electrical box | 3 |
| | Provide and place barricades | 2 |
| | Provide cones and candles as needed | 2 |
| | Provide portable speaker system | \$100 |
| City Hall | Announcements in Cityscape and web (including Neighborhood Websites) | |
| | Mayor speaks | |
| | City Council members attend | |

**Downtown Tigard
Profit & Loss Detail**

May 1, 2012 through February 12, 2013

Ordinary Income/Expense
Income

Type Date Num Name

Tigard Tree Lighting

| Type | Date | Num | Name |
|---------------|------------|--------|--|
| Sales Receipt | 07/05/2012 | 3 | City of Tigard |
| Deposit | 07/06/2012 | 1951 | Tigard Chamber |
| Bill | 10/31/2012 | 10352 | Portland Badge Company, LLC |
| Bill | 11/19/2012 | 211068 | West Coast Event Productions |
| Bill | 11/19/2012 | 211068 | West Coast Event Productions |
| Check | | | Fiscal Agent Fees |
| Printing | | | Flyer Printing |
| Printing | | | Second set missed billing cycle with BAM |

Total Tigard Tree Lighting

Tree Lighting Expense

Total Tree Lighting Expense

Downtown Tigard
Profit & Loss Detail
May 1, 2012 through February 12, 2013

Ordinary Income/Expense
Income

Tigard Tree Lighting

| | |
|---|-----------------|
| Grant from City of Tigard for Tree Lighting | 1,000.00 |
| VOID: to transfer \$1K received from City of Tigard | 0.00 |
| | <u>1,000.00</u> |

Total Tigard Tree Lighting

Tree Lighting Expense

| | |
|---|---------------|
| Purchased 2 banners and changed the date and time on a third banner. | 200.00 |
| Tree lighting ceremony-Contract for Lights & Staging | 257.00 |
| Tree Lighting Ceremony-Contract for Lights and Staging for chamber handling all receipts, payments, etc | 257.00 |
| 2012 Expenditures for Downtown Tigard Tree Lighting | 100.00 |
| 400 double sided flyers | 49.50 |
| | <u>120.00</u> |
| | <u>983.50</u> |

Total Tree Lighting Expense

Amount

Split

Undeposited Funds
WCB - Downtown Tigard

Accounts Payable
Accounts Payable
Accounts Payable

Downtown Tigard
Profit & Loss Detail
May 1, 2012 through February 12, 2013

| | <u>Balance</u> |
|-----------------------------|-----------------|
| Ordinary Income/Expense | |
| Income | |
| Tigard Tree Lighting | 1,000.00 |
| | <u>1,000.00</u> |
| Total Tigard Tree Lighting | 1,000.00 |
| Tree Lighting Expense | |
| | 200.00 |
| | 457.00 |
| | 714.00 |
| | 814.00 |
| | 863.50 |
| | <u>983.50</u> |
| Total Tree Lighting Expense | 983.50 |

Proposed 2013 Budget for Downtown Tigard Tree Lighting

| Item | Expense |
|-----------------------------|----------------------|
| New Banners | \$200.00 |
| Update large banner | \$300 |
| Lights and Staging Rental | \$700 |
| Flyers | \$200 |
| Street Decorations | \$500 |
| Santa Costumes | \$200 |
| Sugar Plum Elves | \$100 |
| Craft Supplies for Children | \$200 |
| Photo Supplies | \$100 |
| | Total: <u>\$2500</u> |