

# EVENT APPLICATION and MEMORANDUM OF UNDERSTANDING

## Background and General Instructions

### Background

These forms are required to be completed and approved at the very front end of the planning process for each event we handle here at Gualala Arts. Their processing is critical before any GA staff support and activity can begin. It is recommended that the forms are completed at least three months in advance. Dates on the GAC calendar are considered on temporary hold until Event Applications are processed.

**The Event Application** is used to provide high level information that may impact/involve all of the GA staff's different job functions. It is meant to be a communication vehicle to give us all a heads up on the essence of the event workings and to alert each team member to start figuring out what they have to do and whom to be in touch with for additional information/detail. The more info we have up front the better the communications and expectations can be handled between so many interested parties.

**The Memorandum of Understanding** is to establish with the Event Owners their overall responsibilities for communicating and ownership of their decisions. The Event Owner is the party responsible for guiding their project through to completion and interacting with all staff members. The Event Owner also ensures decisions are made in a timely manner, information is provided as required and expectations are clearly defined as the project progresses.

### General Instructions

- The Event Application and Memorandum of Understanding is a writeable PDF form.
- It can be saved to your own computer and completed as a typed form or handwritten.
- Event Owners should think through their entire event prior to submitting the Event Application.
- Event Applications will not be processed unless “Who, What, Where, When and How Much” decisions have been made in addition to other general event information.
- All details will not be known at the time of submission but there should be a general awareness of what will be needed in the specific areas reflected on the application. The exact detail can be worked out later with the staff member supporting that portion of the event. The earlier areas needing support are identified the better.
- Additional Notes section is provided on the reverse of the Event Application to allow for any additional or expansion of information required.
- Completed forms can be dropped off at Gualala Arts, e-mailed to [info@gualalaarts.org](mailto:info@gualalaarts.org) or snail-mailed to Gualala Arts, PO Box 244, Gualala, CA 95445

### GA Staff Support Available

Should you want any support in completing your Event Application the Gualala Arts Staff is more than happy to assist. Contact Susan on 707.884.1138 for any miscellaneous questions or to schedule some time to help you complete your forms.