



Come-See-Me™



2018 Come-See-Me Activity Form

Festival Dates: April 12-21, 2018

This information will be used to list your activity in the Come-See-Me Festival Guide as well as the Festival website, calendars of events, and other media materials. *We appreciate your attention to detail, completion, and accuracy!*

It is your responsibility to notify the Come-See-Me office immediately if any of this information changes after submission – help avoid errors in the brochure and on the website.

Definition of “Activity”: A scheduled activity coordinated by a group/organization that occurs during the Come-See-Me Festival but is not associated financially or organizationally with the Festival.

Reason for the form: To request approval from the Come-See-Me Festival Board to be listed in the Festival Guide to publicize the activity. Please note you will hear from us if your activity is NOT approved.

Guidelines:

1. The “Activity” is responsible for all income and expenses associated with the activity and cannot solicit funds in conflict with *Come-See-Me Festival* Official sponsors. The Activity must be non-profit and not conflict, or take away from, the success of the *Come-See-Me Festival*.
2. Board approval is required to assure there are no sponsorship conflicts. Your commercial sponsors will not be listed in any *Come-See-Me Festival* promotions.
3. Group must be an established civic, educational, charitable, or not-for-profit organization. Current *Come-See-Me Festival* sponsors (at the \$100 level and up) may also sponsor an “Activity” with *Come-See-Me Festival* Governing Board approval.
4. Agree not to use the *Come-See-Me* trademarks (including generic logo, festival logo or festival name) as part of the activity name nor for solicitation of funds supporting the activity. Organization may state that the activity will occur during the Festival.
5. **All activity printed and online advertising materials will actively promote the *Come-See-Me Festival* by including the phrase “This activity is part of the Come-See-Me Festival” and the Festival Activity logo (above right) when possible.** Activities must be willing to display Festival promotional material if asked and if appropriate or your venue.
6. *****Please email ads, screenshots, or website addresses to comeseeme@comporium.net so we may view advertisements and include them in our advertising when possible.** The Board reserves the right to disallow use of the Festival Activity logo if the advertisement is not aligned with the Festival and our mission.
7. If your organization is hosting more than one Activity, please send a separate form for each Activity.
8. The “Activity” agrees record total attendance and attendance outside the Rock Hill (29730/29732) zip code. See page 4 for more information.
9. The *Come-See-Me* Board reserves the right to edit activity descriptions. **Please be brief, we have limited space.**

Contact Person for mailings, updates, and additional information from Come-See-Me Festival office:

Name:

Mailing Address:

Work Phone:

Cell Phone:

Email:

ACTIVITY TITLE:

Presenter of the activity (organization’s name):

Day(s) of the week:

Date(s):

Time(s) – indicate am/pm:

Note: If your event has a specific starting time, use **only** that time, rather than a range of time. This will avoid disappointed participants who arrive after the starting time.



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Location:

Physical Address of activity:

Contact information for additional details – *this will be used and printed in ALL publicity and on the website, so please ensure accuracy:*

Phone:

Email:

Is activity cancelled in the event of rain? **Yes** **No**

Who makes the decision to move or cancel the activity in the event of rain?

Name:

Phone:

Email:

Rain location (if applicable):

Location Name

Street Address

Are tickets required? **Yes** **No**

Ticket prices:

Location(s) for ticket purchases:

Are entry forms/applications required? **Yes** **No**

Entry Fees:

Location(s) of entry forms:

Provide a description of the activity as you would like it to appear in the Festival Guide (if this is a returning activity, please consider changing the text from the previous Festival Guide):



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Activity Questions

1. Does the Presenter have insurance: Yes No
2. Would you like to use “Come-See-Me Activity Here” signs for your activity Yes No
 Would you like two or four signs? Two Four
 When will you pick up signs? _____ Return? _____
Signs should be picked up from and returned to the Come-See-Me office. Contact Emily for specific times.
3. Would you like to request an appearance by Glen and Glenda, the CSM Frog mascots? Yes No
 Date(s): _____
 Specific time requested: _____
 Specific location requested: _____
4. Will you be distributing any materials at your activity (i.e. t-shirts, promotional materials)? Yes No
5. Does your activity have a website address you would like linked to the Festival’s website? Yes No
 Website address: _____

Presenter agrees to indemnify and hold the *Come-See-Me Festival* and the City of Rock Hill, its employees, agents, sponsors, and volunteers harmless from any and all claims made against *Come-See-Me Festival* and the City of Rock Hill, its employees, agents, sponsors, and volunteers, including, without limitation, all costs, liabilities, judgements, expenses, damages, or reasonable attorney’s fees arising out of or in connection with (1) any structure erected by the Presenter, (2) any apparatus, equipment, or personal property used by the Presenter (3) any act of omission on the part of the Presenter, its agents, invitees, participants, representatives, employees, and servants, and (4) any claims made on account of or resulting from the Presenter’s participation as a *Come-See-Me Festival Activity*.

 Print name and Title

 Print name and Title

 Presenter Representative

Come-See-Me Festival Representative

Submit this form by November 30, 2017 to:

Come-See-Me Festival, Inc.
 P.O. Box 4221, Rock Hill, SC 29732
 or fax to 803-329-7761 or via email to comeseeme@comporium.net
 Questions? Call 803-329-7625



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Come-See-Me Advertising Report

Please Review Now and Fill Out Following Activity

Come-See-Me Festival is required to provide attendance information in award and grant applications. Your help in tracking attendance for your activity is greatly appreciated!

Activity Promotions

You agreed to include “This activity is part of the Come-See-Me Festival” along with our Activity Logo (above right) in all promotional activities in return for being promoted by the Festival in over 45,000 Festival Guides across the Carolinas and on the Festival’s website, Facebook, SnapChat, and Instagram accounts.

Please list how you advertised your event and send copies of your advertisements, flyers, newsletters, articles, web pages, etc. to the Come-See-Me office along with this form.



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Come-See-Me Attendance Report

Attendance Plan

Submit by November 30, 2017.

Come-See-Me Festival is required to provide attendance information in award and grant applications. Knowing how many attend your Activity and how many come from outside of Rock Hill is imperative. Your help in tracking attendance for your activity is greatly appreciated!

****If you have never tracked attendance at your event, please contact our office. We would be happy to help with ideas.**

Please list how you plan to track total attendance and designate how many came from outside of 29732/29730. If your event requires registration, you can pull that information from their address. You could also use a sign in sheet at the door, host a raffle, or poll guests waiting in line or as they enter.

| | | | |
|---|--|--------------------|---------------------|
| Will your activity generate hotel/motel room nights? | Yes | No | |
| If yes: | Estimated number of attendees that will use accommodations | X number of nights | = Total room nights |

Attendance Results

Please submit by May 15, 2018.

How did you track your attendance?

Attendance can be tracked by ticket sales, registration, sign in sheets, head counts, raffles, etc.

Please estimate how many attended your event.

How many attendees were from OUTSIDE of Rock Hill (29730/29732 zip code)?

Out of town visitors would include York, Clover, Fort Mill, etc as well as out of state.

Additional Comments: