



Come-See-Me™



2021 Come-See-Me Festival Activity Form

Festival Dates: April 15-24, 2021

This information will be used to list your activity in Come-See-Me Festival promotions including 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 promotional materials.

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 Festival promotions 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 names and 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 Festival promotions (if this is a returning activity, please consider changing the text from the previous year's description):



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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.



Come-See-Me™



Come-See-Me Attendance Report

Attendance Plan

Submit by December 15, 2020.

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, 2021.

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: