

CITY OF KINGSVILLE EVENT BENEFICIARY GUIDELINES

1. IN ORDER TO QUALIFY FOR NON-PROFIT BENEFICIARY STATUS, ENTITY MUST BE A 501(C)3 NON-PROFIT AND AGREE TO ALL CITY GUIDELINES AS OUTLINED IN BENEFICIARY CONTRACT. NON-PROFITS MUST SHOWCASE FIVE YEARS OF OPERATION BENEFITING THE COMMUNITY OF KINGSVILLE AND/OR KLEBERG COUNTY.
2. THE NON-PROFIT MUST PROVIDE ADEQUATE VOLUNTEER STAFF AS DECIDED BY THE HOTEL OCCUPANCY ADVISORY BOARD. VOLUNTEERS WILL ASSIST WITH VARIOUS EVENT NEEDS TO INCLUDE SPONSOR SOLICITATION, EVENT MATERIAL PREPARATION, EVENT PROMOTION AND EXECUTION AND OTHER DUTIES AS ASSIGNED. *SEE SAMPLE OF TYPICAL VOLUNTEER STAFFING NEEDS.*
3. THE CITY OF KINGSVILLE HOTEL OCCUPANCY BOARD HAS THE FINAL DECISION-MAKING AUTHORITY FOR SELECTING BENEFITING NON-PROFIT.
4. THE CITY HAS SOLE DISCRETION OF FINAL EVENT DECISIONS.
5. NON-PROFIT BENEFICIARY MUST WORK CLOSELY WITH CITY STAFF TO COLLECT SPONSORSHIP FUNDS AND PROCESS CHECKS FOR EVENT-RELATED EXPENSES IN A TIMELY FASHION.

RANCH HAND WEEKEND BENEFICIARY APPLICATION

Date: _____

Organization Information

Name of Organization: _____

Address: _____

City, State, Zip: _____

Contact Name: _____ Contact Phone Number: _____

Web Site Address _____

501c3 Date Establishment Date: _____ Tax ID #: _____

NON-PROFIT MUST BE ESTABLISHED FOR A MINIMUM OF FIVE YEARS

Communities Served: _____

Purpose of your organization: _____

Staff Size: _____ Volunteers Available: _____

Previous Ranch Hand Weekend or Monthly Wine Walk beneficiary?: _____

Is Non-Profit Organizing/Hosting Any Event During City Event Timeframe?: _____

Will Non-Profit Simultaneously Solicit For Non-City Event Sponsors During City Event Timeframe? _____

Non-Profit Point of Contact for Finances: _____

Average Turn Around Time for Check Processing: _____

Any Promotional Black Out Dates?: _____

IE. DAY OF GIVING BANS NON-PROFITS FROM PROMOTING EVENTS DURING THEIR CAMPAIGN

Please Submit no later than 4/5/2024:

HOT Advisory Board
c/o Kingsville Visitors Center
1501 N. Hwy 77
Kingsville, TX 78363

ELIGIBLE NON-PROFIT FINALISTS WILL BE GIVEN THE OPPORTUNITY TO PRESENT THEIR BENEFICIARY REQUEST TO THE HOTEL OCCUPANCY TAX ADVISORY BOARD FOR SELECTION.

Edit existing signup sheet

Change the boxes below to modify this signup sheet.

Click the big "Finished" button when you're all done. Minimize use of special characters: () # [] ? etc. [?]

Title:

RHW 2024

Details:

RANCH HAND WEEKEND

What	When (optional)	People needed [?]	Credits [?] (optional)	
Solicitation for Sponsor Funds & VIP Table S	Starting upon non-profit b	10		+ -
Solicitation for Passport Ads	Starting upon non-profit b	10		+ -
Wine Walk Passport assembly	2 weeks prior anytime bet	4		+ -
Fencing & barricade set-up @ JK Northway E	TBD	4		+ -
Dressing room set-up for concert entertainm	TBD	3		+ -
Prepare Wine Glasses @ Visitors Center w/ t	TBD	8		+ -
Hang Banners, Pipe & Drape areas @ JK	TBD	6		+ -
Haul all items to downtown for Wine Walk	TBD	4		+ -
Hang Banners on Stage Downtown	TBD	4		+ -
Catering Set-Up area with all supplies delive	TBD	4		+ -
Assist with Stage Set-up downtown	TBD	4		+ -
Passport Sales process & photos at 400 E. K	TBD	4		+ -
Passport Sales process & photos at Train De	TBD	4		+ -
VIP Set-Up at JK Northway Expo Ctr	TBD	4		+ -
Concert Ushers	TBD	10		+ -
Concert support staff @ JK Northway Expo C	TBD	8		+ -
Premiere VIP Wait Staff	TBD	2		+ -
Unload band equipment at JK Northway	TBD	4		+ -
Load band equipment at JK Northway after c	TBD	6		+ -

Eg. Make cookies; staff cash register; hand out flyers

Eg. 8am to 10pm; Sun, Jul 21st; Thursday & Friday

Finished

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Title:

Holiday Sip & Shop 2024

Details:

HOLIDAY SIP

What	When (optional)	People needed [?]	Credits [?] (optional)	
Wine Walk Passport assembly @ Visitors Center	1 WEEK PRIOR TO EVENT	4		+ -
Prepare Wine Glasses @ Visitors Center w/ t	TBD	2		+ -
Haul all items to downtown for Wine Walk	TBD	2		+ -
Passport Sales process & photos at 400 E. K	Saturday, TBD	4		+ -
Passport Sales process & photos at Train De	Saturday, TBD	4		+ -

Eg. Make cookies; staff cash register; hand out flyers

Eg. 8am to 10pm; Sun, Jul 21st; Thursday & Friday

Finished

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