# 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	R A MINIMUM OF FIVE YEARS				
Communities Served:					
Purpose of your organization:					
<u> </u>					
Staff Size:	Volunteers Available:				
Previous Ranch Hand Weekend or Month	ly Wine Walk beneficiary?:				
Is Non-Profit Organizing/Hosting Any Ever	nt During City Event Timeframe?:				
Will Non-Profit Simultaneously Solicit For Timeframe?	Non-City Event Sponsors During City Event				
Non-Profit Point of Contact for Finances:	_				
Average Turn Around Time for Check Prod	cessing:				
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.

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RHW 2024			
1111 2021			

#### **Details:**

RANCH HAND WEEKEND

What	When (optional)	needed	(optional)	
Solicitation for Sponsor Funds & VIP Table S	Starting upon non-profit b	10		00
Solicitation for Passport Ads	Starting upon non-profit b	10		00
Wine Walk Passport assembly	2 weeks prior anytime bet	4		00
Fencing & barricade set-up @ JK Northway B	TBD	4	aca E janvarien Valen a val na filo raboon da bostovnakoli B	00
Dressing room set-up for concert entertainm	TBD	3	activity graduous in the desirence of our and community school and desired a com-	00
Prepare Wine Glasses @ Visitors Center w/ t	TBD	8	econogramo nee etros curvanos con que transcrio se como como como como como como como com	00
Hang Banners, Pipe & Drape areas @ JK	TBD	6	er teatignammen ti saassa kii 200 tii 2	00
Haul all items to downtown for Wine Walk	TBD	4	tion to \$50 seen Klaseleen to obtain the province in the real real real real real real real rea	00
Hang Banners on Stage Downtown	TBD	4		00
Catering Set-Up area with all supplies delive	TBD	4	avatus juu meen näämkuva osa oo skiriiko oon osa varinnaano oo kallada	00
Assist with Stage Set-up downtown	TBD	4	acedign of the expelsive consequence in the expension of	00
Passport Sales process & photos at 400 E. K	TBD	4	assat plane kaa kupikan nga opinjee ikan in Gayermikking bada akay ta in a an	00
Passport Sales process & photos at Train De	TBD	4	en der Gronor von des en over en element vers un de la grant de de versatzet de de la grant de la gra	00
VIP Set-Up at JK Northway Expo Ctr	TBD	4	internal for a set of the second and	00
Concert Ushers	TBD	10	RECURSION ACTION FOR A CALL ACTION FOR A PLANTAGE CONTRACTOR AND ACTION	00
Concert support staff @ JK Northway Expo (	TBD	8	resident (y a como constitución submisso o viver musco con está colopiste es 44.674	00
Premiere VIP Wait Staff	TBD	2	entenii yuuroo,iinme/tii zeeneoniinii veetii oo o	00
Unload band equipment at JK Northway	TBD	4	st en fysichte krieke auf voor de Groen die Stiet Er Groen de eels Ond	00
Load band equipment at JK Northway after	TBD	6	in una diguno des decres estre ul Criccia si di del dio i i coltro coltro coltro i coltro del di I	00
Es Males applicate staff and registers hand out flyors	Ea Com to 10nm; Cun Jul 21sts			

People Credits

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

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

Finished

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Click the big "Finished" button when you're all done. Minimize use of special characters: ( ) # [ ] ? etc. (2)

#### Title:

Holiday Sip & Shop 2024

#### **Details:**

HOLIDAY SIP

		People needed	Credits	
What	When (optional)	?	(optional)	
Wine Walk Passport assembly @ Visitors Cei	1 WEEK PRIOR TO EVENT	4		00
Prepare Wine Glasses @ Visitors Center w/ t	TBD	2		00
Haul all items to downtown for Wine Walk	TBD	2	n.c.u. (g the season to experience control on the season to control of	00
Passport Sales process & photos at 400 E. K	Saturday, TBD	4	usering can be also calle calle calle a subspace of english differ of the alle folder	00
Passport Sales process & photos at Train De	Saturday, TBD	4	o Audigino subtra dem talatpor (r el A A debuildo retektora un fila de casa	00

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

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

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