



Checklist for Attachments

*We require all attachments as **PDF documents** to ensure proper formatting and readability during our review process.
For instructions on how to convert Word documents or Excel spreadsheets to PDF files, [click here](#).*

- Insurance**: Provide a copy of the insurance certificate at least 15 days prior to the event.
- Marketing Plan**: describe your marketing activities in detail, including all planned advertising and promotional efforts (paid media, email distribution, brochure or promotional collateral distribution, online advertising, etc.).
- Budget Documentation**: Please upload a detailed event budget; if unavailable, please enter a summary of income and expense.
- Additional Support Documents**: Any additional documents not already listed, including budget narratives, recent letters of support from partner organizations or other materials, as appropriate.