

**Town of Yarmouth
Request for Proposals
CALENDAR YEAR 2023
Tourism Fund Special Event/Programs**



Application Checklist

- Application Summary (Attachment C)
- Narrative with answers to all five questions
- Marketing Plan (Attachment D)*
- Complete Budget (Attachment E)*
- Final Report from last year's event (*if applicable*)
- Required Documentation
 - Tax Determination Letter
 - W9 Form
 - Form PC
 - Annual Corporate Report
 - Form 990

*Please make sure the expenses on your marketing plan correlate with the marketing expenses listed on your budget.