



**Cultivated Synergy Events**  
**2017 Venue Donation Application**

*Please include a cover letter with this application.*

**Today's Date**

---

**Nonprofit Organization**

---

**Complete Address**

*Address*

*City, State, Zip*

---

---

**Website**

---

**# of Social Media Followers**

*Facebook*

*Twitter*

*Instagram*

---

---

---

**# of Email Subscribers**

---

**Tax Exempt Status**

---

**Contact Person**

*Name*

*Phone*

*Email*

---

---

---

**Your organization's mission** *(brief):*

**1. Please give a description of your event.** *Please note if the event is mission driven.*

**2. What are your primary event goals and how will you measure success?** *Preference is given to applications that provide specific metrics and benchmarks for success, including number of people reached.*

**3. What date (or range of dates) would you like to host your event?** *We are not able to extend the Venue Donation Award to events after 5:00 PM on Fridays or anytime on Saturdays.*

**4. What time of day would you like to host your event and how many hours will you need for the event? What is the basic agenda and timeline for your event, including setup and clean-up?** *All load-in, setup, teardown and load out must take place within the specified rental times.*

**5. Is the event open to the public or invitation only? Is there a charge for attending the event? If so, what is the charge, what does it cover, and what happens with proceeds?** *If the event is invitation only, please outline who will be invited and how. A list of all guests, staff, and vendors will be required 2 hours prior to event start.*

**6. Who is your target audience? How many people do you hope will attend the event?** *Please cite how and why they will be targeted.*

**7. Cultivated Synergy's venue donation program prioritizes local organizations that directly support our local community and can clearly demonstrate the direct impact of their work. Please describe how your proposed event exemplifies your mission and advances your work.**

**8. What is your budget for the event, including your breakdown for marketing, event coordination, rentals, day-of staff, and food and beverage?** *Note: You can find our list of Event Partners here. We allow outside vendors with pre-approval. A Special Event Liquor Permit is required for any cash bar sales.*

**9. What is your event marketing and community outreach plan?** *Please include details regarding your communication strategy and calendar, social media outlets and metrics, targeted press and media coverage goals, and online resources that will be utilized.*

**10. Are you interested in a Full Venue Rental or Partial Venue Rental? Why do you think your event is a good logistical fit for the space you selected?** *Note: Partial Venue Rentals are limited to 40 guests or less.*

Award recipients will be asked to provide a one-page summary of the event within three months of its conclusion. Awardees that do not fulfill the follow-up report will not be considered for future venue donations.

**Thank you for your application!**

*Please send applications to:*

Cecile Weigle, Event Director

[cecile@cultivatedsynergy.com](mailto:cecile@cultivatedsynergy.com)

2901 Walnut Street | Denver, CO 80205