



## **ATVBC Event Application Guidelines**

### **September 2022**

#### Eligible Events

Poker Ride / AGM / Jamboree / Other

#### ATVBC will provide

- Creation of event marketing materials including posters and advertisements
- Advertising of event on ATVBC Website, Social Media, Newsletters
- Online Registration and Reporting
- Event day support with ATVBC staff and directors
- Assistance in planning and execution of event
- Sponsor support – working with provincial ATVBC sponsors to attend and provide support at event

#### How to apply to host an ATVBC event

- Research options for locations that meet minimum event requirements (accommodations, services, food & beverage)
- Receive approval from your club to submit an application
- Collect letters of support from partners (local govt, tourism associations etc)
- Complete the Application page attached
- Submit by deadline of Nov 30<sup>th</sup> each year



## CLUB APPLICATION TO HOST ATVBC EVENT

Date of Application: \_\_\_\_\_

Club Name: \_\_\_\_\_

Person completing application: \_\_\_\_\_

Contact email or phone: \_\_\_\_\_

ATVBC Event Name: \_\_\_\_\_

Proposed Event Dates: \_\_\_\_\_

Proposed Event Location: \_\_\_\_\_

# of attendees expected? \_\_\_\_\_

# of volunteers expected? \_\_\_\_\_

Is there a venue available to host 100+ camping units?                      Yes      No

Is there a local caterer/supplier able to provide options for the event?                      Yes      No

Will you be able to leave for ATV rides directly from this venue?                      Yes      No

Will you have the support of the community? – *Please attach letters of support*  
(Tourism Association, Town Council, Sponsors, Restaurants, etc)

If yes, please provide details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Click Submit above or Print, complete, then email to: [executivedirector@atvbc.ca](mailto:executivedirector@atvbc.ca)**