



OESBD Event Participation & Co-Sponsorship Request

This form is to be completed by community organizations seeking the participation of the Broward County Office of Economic and Small Business Development (OESBD) in their upcoming events. Participation shall not be promoted, including logo use, presentation topic(s), and Broward County staff involvement, prior to written confirmation from the Broward County Office of Economic and Small Business Development.

Name of Organization: _____ Date Submitted: _____

Primary Contact Name: _____ Title: _____

Mailing Address: _____

E-mail: _____ Phone: _____

Event Title: _____

Date(s) and Time(s) of Event: _____

Event Type (check one): Virtual In-Person Is this event open to the public: Yes No

If virtual, select a platform: Zoom WebEx Vimeo YouTube StreamYard

Social Media (i.e. LinkedIn) Other _____

Organization Handles: Facebook @ _____ Instagram @ _____

X @ _____ LinkedIn /in/ _____ YouTube @ _____

Is there a registration fee to attend or participate? Yes No (if yes, list fee) \$ _____

Is there an admission fee to attend or participate? Yes No (if yes, list fee) \$ _____

Login Information (if unavailable, state date it will be provided): _____

In-person event address, load in/out details, and parking instructions: _____

Target Audience: _____ Estimated Attendance: _____

Event Purpose (Describe how this event promotes the [mission of OESBD and Broward County](#)): _____

Type of participation requested:

- Promotional Support
- Collateral Materials/Handouts
- Event Planning/Coordination Support
- Event Tabling
- PowerPoint/Presentation Materials
- Sponsorship (In-Kind or Financial)

Select applicable speaker type(s):

- Presenter
- Panelist
- Moderator
- Keynote Speaker

Attachments:

- Sponsorship Deck
- Sponsorship Details: _____
- Graphics i.e. flyers, logo
- Ad Specs _____

At least 45 business days prior to the event, please email the completed form (along with your promotional materials and other relevant event information) to: CROTargetedOutreach@broward.org. Late requests may not be approved. Participation shall not be promoted, including logo use, presentation topic(s), and Broward County staff involvement, prior to written confirmation from the Broward County Office of Economic and Small Business Development.

For Internal OESBD Use Only (Attach pages as needed)

OESBD Staff	Event Duties Assigned	Confirmed Availability

Approved: Yes No PIO/CRO Manager (Sign & Date): _____

Approved: Yes No N/A Assistant Director (Sign & Date): _____

Approved: Yes No Director (Sign & Date): _____