



Event Planning Form

Thank you for contacting the Norfolk Area Sports Council for assistance with your upcoming event. The Norfolk Area Sports Council is committed to recruiting and facilitating sporting events and extra-curricular activities in the Norfolk Area. We promote and support special events throughout the year for both youth and adults. We have fun, build strong relationships, and help our members make the most of the vast resources and social opportunities. We look forward to working with you and provide the best possible event. Please complete the form and return to start the process!

Name of the Event: _____

Date of the Event: _____ Location: _____

Website: _____ Social Media Handles: _____

Primary Contact: _____ Title: _____

Telephone: _____ Fax: _____ Email: _____

Address: _____ City: _____ State: _____ ZC: _____

Please circle any of the following items:

Welcome Bags _____ Sports Council Drawstring Bags* _____ Facility Consultation

Registration (maximum two hours) _____ Hotel Room Rate Solicitation _____ Media Resource

Any other details or assistance:

*Must fill out grant application to receive

Please submit form to: Norfolk Area Sports Council
Ashley Jansen
609 W. Norfolk Ave.
Norfolk, NE 68701
Fax: 402.316.3297
Email: Sports@VisitNorfolkNE.com

Any changes to this form will need to be made 30 days prior to the event.