



# City of Brookings

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## 85th Annual Azalea Festival

*"The Places You Can Go!"*

Dear Community Non-Profit or Service Organization:

We are excited to send you the 2024 Azalea Festival Stakeholder form for your event submission. Our festival theme this year is "The Places You Can Go!" We are focusing on enhanced promotion of the Azalea Festival and all of our Stakeholder's events. This means, we are seeking a more detailed and timely submission from all of our stakeholder partners to ensure events are listed on the Azalea Festival website, promoted on social media, and included on the festivities list.

**Please note this form is due back to us no later than February 15<sup>th</sup>.** We will be launching and promoting the 2024 Azalea Festival website at the end of February and we don't want you to be left out of the event timeline.

In addition, we encourage you to **email us your event flyer by April 1<sup>st</sup>** so we may include it on our promotions.

If you have any questions, please contact Brooklyn at 541-469-1102.



# Stakeholder Event Submission Form

**Deadline for Submission February 15, 2024**

Please submit via email to: [azaleafestival@brookings.or.us](mailto:azaleafestival@brookings.or.us)

Questions? Contact [bosterhage@brookings.or.us](mailto:bosterhage@brookings.or.us) or 541-469-1102

**Organization Name:** \_\_\_\_\_

Organization's Website: *(Not Required)* \_\_\_\_\_

Organization's Social Media Page: *(Not Required)* \_\_\_\_\_

**Contact Name:** \_\_\_\_\_  
*Not for public circulation, but we need contact info to include your event in the official program*

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

## About the Event:

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_  
*COMPLETE physical address for Google Maps use*

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Costs to enter event/raffle/food: \$ \_\_\_\_\_

Event Description (50 words or less): \_\_\_\_\_

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

Who can the public contact for more information (not required but a great way to help those interested in your event):

Name: \_\_\_\_\_  
*(Not Required)*

Phone: \_\_\_\_\_  
*(Not Required)*

Email: \_\_\_\_\_  
*(Not Required)*

Or refer them to your  
website/social media page: \_\_\_\_\_

**Please email a letter-size flyer in high-resolution JPEG/PNG format  
for posting to the Azalea Festival Website/Facebook**