

**BIG SPRING CONVENTION & VISITORS BUREAU
113 E. 3RD ST., BIG SPRING, TX 79720
432-263-8235**

**Guidelines for Planning & Hosting an Event
Provided by the Big Spring Convention & Visitors Bureau**

There are a number of things that you need to consider when planning and event. This list provides some ideas to get you started. It is not all inclusive, but should provide a beginning for you.

- What type of Event are you planning?**
Sporting Event?, Music Event? Convention? Festival? CVB can help to promote and give you ideas on planning your event.
- Date for your Event:** Check the CVB Events schedule at www.visitbigspring.com and/or call the CVB office to see if other events are scheduled for the date that you want to have your event. You may want to have an alternative date. The CVB office can help you with this.
- Venue:** What venue do you want to have your event? CVB has a listing of most of the event venues in town. You will need to consider the date of the event and if you want an inside or outside venue. A list of possible venues is available at the CVB office or at http://www.visitbigspring.com/pages/online_documents
- Event Promotion:** CVB promotes events in Big Spring that tourists may want to attend. You can find the event funding request form on the CVB Website at: http://www.visitbigspring.com/pages/online_documents . We have a number of on-line sites and printed publications where we publicize events. Publication in state printed publications usually requires that we have the information on your event at least 6 months in advance.

Your event may also be promoted by street banners that the city will hang in designated areas. Your event is responsible for purchasing & maintaining the banners and obtaining the permit from TxDot. The form is available at <http://www.txdot.gov/txdot/forms/GetForm?formName=/2057.xdp&appID=/MNT&status=/reportError.jsp&configFile=WFServletConfig.xml> . The event coordinator should obtain the permit from TxDot and once the approved permit has been received by the CVB office, we will arrange for the banner to be hung. We cannot guarantee that the banner will be hung immediately, but will be assigned to staff and they will hang as time is allotted. This process should be started 30 to 60 days prior to when you want the banners hung as the process sometimes takes a while to get through TxDot and to be scheduled with the city staff.

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Event Funding:

CVB can only help fund your event if it has the potential to bring overnight visitors into Big Spring to spend the night in our Hotels. Forms & information regarding assistance from CVB with event funding can be obtained at the CVB office or at: http://www.visitbigspring.com/pages/online_documents.

There are other avenues for funding your event including getting sponsors. Sponsors can be obtained by offering them different packages for advertising and exposure of their company. If it benefits them, they might be willing to provide cash or in-kind donations to your event.

You can also obtain revenue by selling items or food or by charging admission to your event.

City Ordinances: There are certain city ordinances that you must adhere to for certain types of events.

Section 5-122 <http://www.mybigspring.com/files/ch05.pdf> &

If your organization meets one of the exemptions listed in Section 5-122, (E), you will not be required to file as an itinerant vendor, but will still be required to apply for any required food vendor permits.

Section 13-100) <http://www.mybigspring.com/files/ch13.pdf>

If you are having any type of food at your event either from outside vendors or through your organization, you will first need to contact the City Permits Department, (501 Runnels, St, 432-264-2504) to file and APPLICATION TO OPERATE A TEMPORARY FOOD SERVICE ESTABLISHMENT

It may be necessary to meet with some city staff when planning your event depending on your event location and activities

Security: You MUST have security if you are having alcohol at your event and if a large crowd is expected. It is best to contact the Big Spring Police Department (432-264-2560) or the Howard County Sheriff's office (432-264-2231) for requirements. Your event will be required to pay the cost of this security.

Music: You will need to ask the Big Spring Police Department (4632-264-2560) about the requirement for a Dance Permit if you are having live music or a DJ at your event.

Fire or Ambulance Presence: You should contact the Big Spring Fire Department 432-264-2304 to inquire about the need for Fire or Ambulance presence. Your event will be required to pay any costs associated with this service.

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- **Alcohol:** If you plan to sell alcohol in any form at your event, you must obtain appropriate permits from the Texas Alcohol Beverage Commission.
www.tabc.state.tx.us. Below is an excerpt from the TABC Website.

The Texas Alcoholic Beverage Code issues temporary permits in two scenarios:

*TABC retail permit holders may be eligible to obtain a temporary permit to sell or serve alcoholic beverages at an event taking place at a location separate from their TABC-licensed premises.

*Civic, religious or charitable organizations may be eligible to obtain a temporary permit to sell or serve alcoholic beverages at a special event not being held on TABC-licensed premises.

Individuals are not eligible to obtain a temporary permit to sell alcoholic beverages if they do not hold a TABC retailer permit and they do not represent a civic, religious or charitable organization.

http://www.tabc.state.tx.us/licensing/fundraising_and_temporary_permits.asp