



## Tourism Tofino Event Marketing Support Guidelines & Applications

Tourism Tofino Event Marketing Support (TTEMS) may be available for events that align with Tourism Tofino's primary goal of conducting pre-event marketing initiatives that increase non-peak season visitation, length of stay, and economic and social benefits for our community.

Applications should address how the event will generate attendance from outside the Pacific Rim region between October and June. The application should demonstrate how the event aligns with the guiding principles set out in the District of Tofino's Tofino Event Strategy (2015):

- Reflects community authenticity with strategies & tactics that resonate w/ residents & visitors
- Drives overnight visitation in the shoulder season, encourages longer stays and repeat visits
- Enhances resident and visitor experience
- Promotes/retains the character of Tofino, while elevating environmental & cultural understanding
- Fosters regional inclusiveness with First Nations and Pacific Rim neighbours
- Demonstrate a commitment to sustainable event practices
- Supports knowledge collaboration amongst the event community

### TTEMS Considerations

Successful applicants will be eligible for funding from Tourism Tofino for pre-event marketing. Total funding levels will be determined by the number of applications received that demonstrate the following:

- The event falls between October and June, inclusively.
- Number of overnight stays generated by event - includes participants, staff and volunteers from outside of the Pacific Rim region based on 2024 estimate and 2023 actual numbers, if applicable. If the application is for a new event, a detailed event proposal with attendance estimates is required.
- A detailed marketing plan for pre-event marketing with the goal of generating ticket sales/ event attendees.
- Confirmation of 2024 event dates and updated website completed a minimum of 2 months prior to event date.
- Meets Tourism Tofino's primary goal and aligns with the guiding principles of the Tofino Event Strategy.

#### **Please note:**

**Funding for well-established and more mature events may be reduced to assist new and emerging events.**

## TTEMS Eligibility

To be eligible, applicant must be:

- Members of Tourism Tofino. To be considered a member of Tourism Tofino you must be a paid member of the Tofino-Long Beach Chamber of Commerce in a tourism-oriented membership category. Please contact [info@tofinochamber.org](mailto:info@tofinochamber.org) for more information.
- Businesses hosting an event must have a District of Tofino business license.
- Events held on public property must apply for a special event permit with the District of Tofino. Please note: If commercial filming is taking place before or during your event, additional film permits may be required from the District of Tofino.

## TTEMS Commitment

Successful applicants must commit to the following:

- Place the Tourism Tofino logo and a text or button link to [tourismtofino.com](http://tourismtofino.com) on the event homepage and on pages that direct users to accommodation information.  
*(i.e. For Tofino travel and accommodation information click here)*
- Recognize Tourism Tofino as an event sponsor by placing the Tourism Tofino logo and link on all promotional materials and advertising.
- Use #yourtofino and tag Tourism Tofino in social media to create greater awareness of Tofino events.
- Provide Tourism Tofino with unlimited, perpetual usage and distribution rights to event photo/video assets.
- Supply Tourism Tofino with 4 tickets to the main event(s).
- Provide Tourism Tofino with proofs for all advertising, sponsorship information, and promotional materials that include the Tourism Tofino and/or Tofino Event logo for approval.
- Submit a Tourism Tofino post-event report within 45 days of event completion. Final payments will be provided once the report, including proof of payment for marketing and ad samples, has been received by Tourism Tofino. Tourism Tofino reserves the right to withhold the final payment if the deadline is not met, the report is incomplete or expenses claimed do not adhere to intent and criteria of sponsorship provided.

## **Eligible Activities**

TTEMS, as determined by Tourism Tofino, must be used for pre-event marketing/ promotion outside of the Pacific Rim region. This may include, but is not limited to, paid social media, website upgrades, and advertising for the events taking place in the current year (2024).

## **Ineligible Activities**

TTEMS cannot be used for event production costs and/or assets, wages, event infrastructure, on-site promotional items/marketing or any non-promotion related expense.

## **Tourism Tofino In-kind Support**

Tourism Tofino will help events expand their advertising reach through its owned distribution channels as determined by Tourism Tofino and as noted below:

### **Social Media**

- Pre-event content posted to Tourism Tofino channel(s)
- Combined social media audience of 150,000+ followers

### **Website**

- Dedicated event listing with image and web link on [tourismtofino.com](http://tourismtofino.com)  
650,000+ total visits annually

### **Internal (in-community) promotions**

- Event advertising in Tofino Time
- Event promotional materials displayed in the Tofino Visitor Centre  
(materials to be provided by event)

**Please continue to page 4 for application instructions.**

# 2024 TTEMS Application

Festival/Event Name

Organization Name

Application Contact

Application Date

Phone Number

Email Address

Mailing Address

Event Dates 2024

Event Dates 2025

\* Dates will be used for the Tourism Tofino event page; please ensure they are correct and accurate.

Social Media: Please list available handles and hashtags

Facebook

Instagram

Other Platforms

Event Hashtags

Using the guidelines below, please determine the appropriate funding request for your event:

## Up To \$5,000 TTEMS

- 500+ onsite attendance.
- Demonstrate 50% of event attendees, volunteers and staff are from outside Pacific Rim region.
- Has been produced for 3 or more years.
- Marketing plan that demonstrates pre-event marketing activities targeted to event attendees from outside the Pacific Rim region between October & June.
- Previous TTEMS post event report have been submitted. (if relevant)

## Up To \$3,000 TTEMS

- 50+ onsite attendance.
- Demonstrate 50% of event attendees, volunteers and staff are from outside Pacific Rim region.
- Has been produced for less than 3 years
- Marketing plan that demonstrates pre-event marketing activities targeted to event attendees from outside the Pacific Rim region between October & June
- Previous TTEMS post event report have been submitted. (if relevant)

Amount of TTEMS Funding Requested

Est. # of total event attendees

Est. % of attendees, volunteers & staff from outside Pacific Rim

Est. # of room nights

## Event Questions and Marketing Plan

In a separate Word document, please answer the following questions (can be point-form):

1. Tell us about your event by including a short background of the event's history, location, target demographic and other standout aspects of your event programming.
2. How will your event a) meet Tourism Tofino's primary goal of generating attendance from outside of the Pacific Rim region between October and June and b) support the guiding principles of the Tofino Event Strategy?
3. How do you intend to track on-site event attendance of participants, staff and volunteers from outside the Pacific Rim region?
4. What are your goals ( 1 year, 3 years, & 5 years) for long-term production of your event? Within your plan, do you intend to grow your event attendance? If so, how would you like to achieve this? How can TTEMS help you achieve your goals?

Please attach a copy of your event marketing/advertising plan and indicate what items TTEMS funds are being requested for and the amount required for each item.

### Application Submission

Application intake is ongoing. Priority is given to those application that are received at least 3 months prior to the event taking place. Please submit any questions and complete applications to: [samantha@tourismtofino.com](mailto:samantha@tourismtofino.com)

### Disclaimer

My event is not political, religious or controversial in nature.

I understand that Tourism Tofino is an apolitical organization and reserves the right to edit or remove event information at its sole discretion.

Name of Applicant

Signature