



Applications are accepted on a rolling basis, but must be submitted at least two months before the dates requested. Event dates are not considered final until a Host Services Agreement is signed, which will be sent upon approval of this application.

"Hosting organization" means a museum, college or university, state or federal park, organizer of a fair or festival, state or local government organization, or other site at which the Civil War 150 HistoryMobile will be located.

County/City of: _____

I. Requested HistoryMobile Tour Dates *(List in order of preference)*

First Choice

Please attach additional pages as appropriate: event/organization brochures, media articles, photos, plan outline, location site map, permit information.

Event Dates: _____

Times: _____

(May not exceed 8 hours per event day, which can be scheduled any time between 8 AM and 9 PM)

Event Name: _____

Physical Address: _____

Description of Event: _____

Website of Event or Hosting Organization: _____

Projected Number of Attendees: _____

Number of Times Event has Previously Occurred: _____

Secondary Activities Occurring in Conjunction with Event: _____

Special permits and other requirements associated with this location or event(s): _____

Plan for proposed location and site set-up for HistoryMobile: _____

Second Choice

Please attach additional pages as appropriate: event/organization brochures, media articles, photos, plan outline, location site map, permit information.

Event Dates: _____

Times: _____

(May not exceed 8 hours per event day, which can be scheduled any time between 8AM and 9PM)

Event Name: _____

Physical Address: _____

Description of Event: _____

Website of Event or Hosting Organization: _____

Projected Number of Attendees: _____

Number of Times Event has Previously Occurred: _____

Secondary Activities Occurring in Conjunction with Event: _____

Special permits and other requirements associated with this location or event(s): _____

Plan for proposed location and site set-up for HistoryMobile: _____

Third Choice

Please attach additional pages as appropriate: event/organization brochures, media articles, photos, plan outline, location site map, permit information.

Event Dates: _____

Times: _____

(May not exceed 8 hours per event day, which can be scheduled any time between 8AM and 9PM)

Event Name: _____

Physical Address: _____

Description of Event: _____

Website of Event or Hosting Organization: _____

Projected Number of Attendees: _____

Number of Times Event has Previously Occurred: _____

Secondary Activities Occurring in Conjunction with Event: _____

Special permits and other requirements associated with this location or event(s): _____

Plan for proposed location and site set-up for HistoryMobile: _____

II. Designated Contact

Designated contact *(Primary person who will coordinate the HistoryMobile visit)*

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: () _____

Mobile: () _____

Email: _____

Alternate contact *(In the event that the designated contact is unavailable)*

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: () _____

Mobile: () _____

Email: _____

III. Local Government Approval *(Required for all applicants other than colleges/universities or state/federal parks)*

Local government employee or official authorized to act on behalf of the locality to schedule the HistoryMobile or approve its deployment in the locality.

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: () _____

Email: _____

LOCAL GOVERNMENT SIGNATURE: _____

COUNTY/CITY: _____

DATE: _____

IV. Authorization of Hosting Organization *(Required)*

Chief administrative official of the museum, college or university, state or federal park, fair or festival, or local government site serving as event location.

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: () _____

Email: _____

Certification of Authorization: My signature below certifies that I am authorized by the hosting organization to schedule the Civil War 150 HistoryMobile and that, if this application is approved, I agree to provide the services listed in the Host Services Agreement (Part II of this application, herein incorporated and made part of this agreement), at no cost to the Virginia Sesquicentennial of the American Civil War Commission. .

HOSTING ORGANIZATION SIGNATURE: _____

DATE: _____

<p>Submit application to: Cheryl Jackson, Executive Director Virginia Sesquicentennial of the American Civil War Commission General Assembly Building, 2nd floor 201 N 9th Street Richmond, VA 23219 Phone: (804) 786-3591, ext. 276 / Fax: (804) 692-0625 Email: cjackson@dls.virginia.gov</p>	<p><i>For office use only</i></p> <p><i>Date received:</i> _____</p> <p><i>Preliminary review:</i> _____</p> <p><i>Final action:</i> _____</p> <p><i>By:</i> _____</p> <p><i>Date:</i> _____</p>
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