



Thank you for your interest in the 150th Anniversary Commemoration of the Civil War in Gettysburg. We hope that you join us in observing this important time in American history.

The Gettysburg Area 150th Anniversary Steering Committee was established, among other reasons, to assist in the development and coordination of events during the five-year commemoration. The Committee will offer assistance to event planners with scheduling and other requirements to ensure a quality event.

The Steering Committee has created an Event Endorsement Program for those events which meet a quality standard. This committee will determine which events receive endorsement. Following approval, those events will be marketed by the Steering Committee through efforts such as the official Sesquicentennial website and other tools. Endorsed events will also be given the right to use the official Gettysburg 150th logo on the approved event's materials and promotions.

If you are interested in having your event endorsed and part of the official 150th Commemoration, please submit the enclosed Event Endorsement Application with \$50 and return to:

The Gettysburg Area 150th Anniversary Steering Committee
c/o Main Street Gettysburg
571 West Middle Street
Gettysburg, PA 17325

Please note that the Steering Committee does not grant permits for events. All organizers must obtain permits from the appropriate parties – both public and private.

For more information, call (717) 337-3491 ext. 4, or send an email to cw150@gettsyburgpa.org. Please understand that due to the volume and diversity of requests received and anticipated, it may not be possible to endorse all events proposed.

Sincerely,

Bradley R. Hoch
Chairman, Gettysburg Area 150th Anniversary Steering Committee

Gettysburg Area 150th Anniversary Steering Committee

Partner and Endorsement Program

www.gettysburgcivilwar150.com

Gettysburg Area 150th Anniversary Steering Committee

The Gettysburg Area 150th Anniversary Steering Committee was established (1) to coordinate the commemoration of the American Civil War in Gettysburg and Adams County, Pa.; (2) and to participate in the Commonwealth of Pennsylvania's state-wide efforts to remember all who lived, fought and died during this defining time in our American history; and (3) to achieve an inclusive, positive legacy and long-term benefit for residents of and visitors to Gettysburg and Adams County.

Guidelines

The purpose of these guidelines and review process is to assist the Gettysburg Area 150th Anniversary Steering Committee in indentifying official partners and events beginning in 2011 and continuing through 2015.

Applications will be accepted by the Gettysburg Area 150th Anniversary Steering Committee. Completed applications must be sent to: Gettysburg Area 150th Anniversary Steering Committee, c/o Main Street Gettysburg, 571 W. Middle Street, Gettysburg, PA 17325.

Official Identity and Promotion

To provide identity for the commemoration and to act as a "seal of approval", officially endorsed events and programs will be marketed and promoted by the Committee, featured on the official Gettysburg 150th Anniversary Committee website, the Gettysburg Convention & Visitors Bureau website and other approved sites.

Events

Events commemorating the American Civil War in Adams County help interpret local culture and heritage, making history come alive. These events are not required to take place at a *Historic Site*, but they may result in a better understanding of local cultural heritage as they pertain to the American Civil War. To qualify as an official Gettysburg 150th Anniversary Event, an event must be considered a natural and integral part of community life.

Events:

- Must be open to the public and widely recognized by the geographic, social, or cultural community that it represents.
- May demonstrate a clear relationship to local cultural heritage.
- May focus primarily on educating the public about local cultural heritage.
- May promote in a manner that emphasizes local cultural heritage.

- May clearly indicate the historic time period, season of the year, and location which are being interpreted.
- Must be willing to display the official Gettysburg 150th Anniversary logo.
- Must be willing to promote 150th events/programs through signage and/or other promotional materials and opportunities.

About the Gettysburg Area 150th Anniversary Steering Committee

The Gettysburg Area 150th Anniversary Steering Committee will facilitate and promote programs that encourage our community to discover the unique assets which demonstrate our role in the history of Pennsylvania leading up to, during and immediately after the American Civil War (1859-1865) and the nation. It will do this by:

1. Working with Pennsylvania Sesquicentennial of the American Civil War Commission, the National Park Service, the Journey Through Hallowed Ground National Heritage Area and the Gettysburg Convention & Visitors Bureau and other related groups to raise public awareness of and interest in the commemoration.
2. Ensuring an inclusive commemoration that is meaningful to all Pennsylvanians and visitors.
3. Telling and interpreting diverse stories – those of soldiers of the South and North, of civilians, of slaves, of free men, of men and women, and those who supported the War and those who opposed it.
4. Creating a commemoration that is accessible to residents and visitors alike. The Civil War did not just occur on battlefields but in towns, farms and villages. We will encourage a myriad of ways to tell the story of this remarkable time in Gettysburg and Adams County, the Commonwealth of Pennsylvania and the Nation.
5. Supporting programs that increase tourism and economic development.
6. Supporting programs that emphasize local history education, such that a legacy is left in terms of interest in local history as well as in terms of historic preservation, sites, signage, resources and uncovered stories to create a legacy for future generations.

The Gettysburg Area 150th Anniversary Steering Committee is approved by the Adams County Commissioners to formulate an economic plan, including managing events, marketing and infrastructure development for the 150th Anniversary Commemoration of the American Civil War Battle of Gettysburg, Dedication of the Soldiers' National Cemetery and the Gettysburg Address.

ENDORSEMENT PROCESS

Any individual or group sponsoring a local event who wishes endorsement, and its marketing benefits, may contact the Gettysburg Area 150th Anniversary Steering Committee to request and Endorsement Application. The completed form and a \$50 processing fee should be sent to the Committee where it will be evaluated by the Committee. This entry fee is a one-time, non-refundable fee per organization or annual event. Checks should be made payable to Main Street Gettysburg, the Committee's financial agent.

If possible, applications should be filed at least six (6) months before the scheduled event is to be held. The Gettysburg Area 150th Anniversary Steering Committee will review the application and notify the sponsor of the Committee's endorsement determination.

Mail the endorsement application to:

Gettysburg Area 150th Anniversary Steering Committee, c/o Main Street Gettysburg, 571 W. Middle Street, Gettysburg, PA, 17325.

GETTYSBURG AREA 150TH ANNIVERSARY COMMEMORATION OF THE AMERICAN CIVIL WAR EVENT ENDORSEMENT APPLICATION

Please supply the information requested below. **Attach additional sheets if necessary to provide required information.** You will be notified of the disposition of the application and the necessary steps to secure your final approval. Your request may require permits from local entities and may require the payment of cost recovery charges and proof of liability insurance.

Mail form and non-refundable fee of \$50.00 per event to: Gettysburg Area 150th Steering Committee, c/o Main Street Gettysburg, 571 W. Middle Street, Gettysburg, PA 17325. Please make checks payable to Main Street Gettysburg, the Committee's financial agent.

Sponsoring Organization _____
Contact Person _____ Email _____
Phone # _____ Cell Phone # _____
Address _____
City _____ State _____ ZIP Code _____
For-Profit Event Non-Profit Event

Event/Activity Title _____

Description of Event/Activity/Publication (Please limit your description to no more than 300 words. If held previously, please indicate the number of years held and the number of past attendees to the event. Continue on back.)

Place _____ Date(s) _____

Time _____ Admission Price(s) _____

Event set up will begin: (date and time)	Event will begin: (date and time)	Event will end: (date and time)	Removal will be done: (date and time)

Is this a first time event? _____ Yes _____ No

Is this an annual event? _____ Yes _____ No

Maximum number of participants _____ (Please provide best estimate)

Maximum number of vehicles _____ (attach parking plan)

Support Equipment (list all equipment; attach additional pages if necessary)

List support personnel (contractors, etc., including addresses and telephones attach additional pages if necessary)

Individual in charge of event on site (include address, telephone, and cell phone numbers):

Are you familiar with/have you visited the requested area? Y N
Do you plan to advertise or issue a press release before the event? Y N
Will you distribute printed material? Y N
Do you intend to solicit donations or offer items for sale? Y N
(These activities may require an additional permit.)

How will you market this event?

How will the logo be used?

How will this project relate to and emphasize the commemoration of the 150th anniversary?

Proof of Liability Insurance is required for endorsement.

I have read this form and understand that the endorsement objectives of the Gettysburg Area 150th Anniversary Steering Committee. On behalf of my organization, I attest that the activity described above conforms to the stated requirements. I understand that any violation of these requirements may result in the denial or loss of endorsement. I further realize that the Gettysburg Area 150th Anniversary Steering Committee has the sole right to endorse Gettysburg Area 150th Anniversary Commemoration events and activities.

In no way is the Gettysburg Area 150th Anniversary Steering Committee held liable for loss, theft or any liability as a result of this event. The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature_____ Date_____

Mail this application to:

Gettysburg Area 150th Anniversary Steering Committee
c/o Main Street Gettysburg
571 West Middle Street
Gettysburg, PA 17325

PERMITTING AGENCIES

Please be advised that your event is likely to require permits based on its proposed location. Below is a short list of agencies you may need to contact to ensure proper permitting.

Borough of Gettysburg:	(717) 334-1160	www.gettysburg-pa.gov
National Park Service:	(717) 334-1124	www.nps.gov/gett
Cumberland Township:	(717) 334-6485	www.cumberlandtownship.com
Straban Township	(717) 334-4833	www.strabantownship.com
Gettysburg College	(717) 337-6300	www.gettysburg.edu
PennDOT	(717) 787-2838	www.dot.state.pa.us
Pennsylvania State Police	(717)783-5556	www.psp.state.pa.us

DISCLAIMER

Neither the Gettysburg Area 150th Anniversary Steering Committee nor Main Street Gettysburg provide, guarantee, police, or enforce permit requirements.