



ANNAPOLIS VALLEY

**apple  
blossom  
festival**

*Nova Scotia, Canada*

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Dear Festival Partners:

Re: Official Event Request

If your community would like to request an Apple Blossom Festival event for an existing event such as Official Opening, etc, or would like to create your own “sanctioned ABF” event, here are some guidelines for submitting such requests.

Timelines for Request to be submitted: December prior year -For an existing event  
November prior year -For a newly created community event

You would be required to supply a written request outlining event concepts, location, time frame, organizers, and value to the Festival, with designated volunteers to come before the board to present such a request. Details would include the following:

- Venue that could hold 200 – 300 people
- Entertainment
- Organization of the entire event with ABF final approval
- Sell tickets and promotion of this event along with the ABF
- Free tickets to be included in ABF promotions
- Refreshments to be served
- Split the “gross proceeds- gate or door” with the Festival on a 50%/50% basis (negotiable)

The above information is to be supplied in a letter from your town/village/community signed by the Mayor/Village Chair/or representative appointed by your community

In return, your community and venue will be promoted on our website, via print advertisements, cable and radio leading up to and during the Festival. Your contact for assistance with this event would be our Events Director.

Warm regards,

**ANNAPOLIS VALLEY APPLE BLOSSOM FESTIVAL**

Cathy Briggs,  
President