

Festival & Events Subsidy Program (FESP) Process

START
HERE

STEP
1

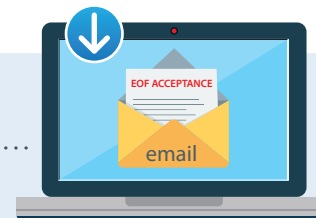
Submit an Event Opportunity Form (EOF)

- Returning events: by November 15th or 90 days before event, whichever date is earlier
- New events: minimum 90 days before event

Event Opportunity Form (EOF)

STEP
2

Receive EOF Acceptance Email



STEP
5

Receive a Standard Service Agreement email which includes a subsidy coverage estimate



STEP
4

Plan event with Event Liaison

- Notify Event Liaison of any changes to city services



STEP
3

Receive FESP approval letter



STEP
6

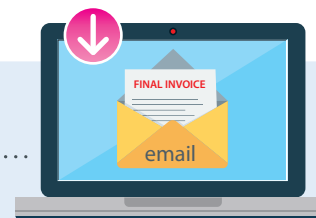
After your event, subsidy percentage levels will be applied to the final bill

YOUR EVENT
HAPPENS
HERE



STEP
7

Receive final invoice email



STEP
8

Pay final invoice



For more information, visit:
calgary.ca/festivalsandevents