



Wetzel County Chamber of Commerce

PAY IT FORWARD EVENT

MONDAY, July 29, 2019 at 5 PM

RULES AND INSTRUCTIONS

Please read carefully

Eligible participants:

- Must be nonprofit organization
- Must be headquartered in Wetzel Co. WV, Tyler Co. WV or Monroe Co. OH
- Must submit IRS letter of determination with completed application
- 2018 Winners are not eligible to enter.

Eligible projects:

- Project must positively impact a community in Wetzel Co. WV, Tyler Co. WV, and Monroe Co. OH.
- Must be submitted by a nonprofit organization
- Cannot benefit an individual or single organization
- Application **must be received by Chamber Office no later than Thursday, July 18 by Noon.**
- Projects can range from art installations, memorial benches, landscaping, community signage, fixing potholes, etc.

Applications: **(MUST BE RECEIVED BY CHAMBER OFFICE NO LATER THAN Thursday, JULY 18 by NOON **)**

- download at www.wetzelcountychamber.com or picked up at Chamber Office, 201 Main St.
- Completed applications can be emailed to: chamber@wetzelcountychamber.com or mailed to: Wetzel Co Chamber of Commerce, ATTN: Pay It Forward, P O Box 271, New Martinsville, WV 26155**
- ****Chamber will not accept mailed, emailed, faxed, or drop off applications received after the above date and time.**
- or faxed to: 304-455-3637

A pre-selected committee will choose finalists. Finalists will be asked to attend a public event held on Monday, July 29, 2019 at 5:00 PM the Paden City Development Authority building located at 425 S 4th Ave, Paden City, WV 26159 (Paden City Health & Recreation Building). Doors open at 5 PM. Presentations begin at 5:30 PM.

From 5 PM until 5:30 PM: Each finalist and semifinalist will have a space set up and allow folks to browse and ask questions before presentations. Participants may bring visual aids in order to enhance the presentation and/or to set up a display for event attendees to view. Visuals may include photos, samples, a TV or laptop with a running slide-show, brochures, business cards, etc.

There will be judges and public attendees. All will vote for their favorite project. Presentation order will be randomly selected in advance by the Finalists by number drawing.

Finalists will have five minutes to give a presentation on their project. They can use laptop, projectors, props, etc. This will be timed. No one is allowed longer than 5 minutes. A time keeper will be on hand to help monitor time and give a signal one minute prior to the ending time. Finalists are encouraged to have as many details as they can about their project. This will be a great opportunity to network and touch base with potential resources.

The presentation is by your own design, style and technique, as long as it is within the time allotment. Each Finalist is responsible for getting in contact with the Chamber Office prior to the event date to ensure presentation equipment is available and/or compatible with your presentations.

There will be **very brief** intervals between presentations to allow for set up, so be prepared.

Judges will be given five minutes to ask Finalists questions. This will be timed. No one is allowed longer than five minutes. Once all Finalists are finished judges can deliberate off to the side, then vote. Judges votes are weighted. Everyone in attendance gets one vote. Judges, attendees and Finalists can only vote for one choice. At the end of the presentations, all votes MUST be placed in the designated ballot box to be collected and tabulated.

Prize Amounts will be determined at later date; sponsorship is still being accepted for this event. The winner/winners will be issued a monetary award certificate at the conclusion of the tallied votes. Funding will be distributed via invoice for project requirements. All winning organizations must complete a W-9 form and submit to chamber.

Monday, July 29 at the Pay It Forward Event there will be a \$5 entry fee for attendees. Each attendee will receive a ballot; ballots will be collected after all finalists have given their presentations.

Photos and information will be gathered to feature and share online by the sponsors of the event at the conclusion of the event

SUGGESTIONS TO FINALISTS:

Know your project thoroughly. Financial aspects, how will it help the community, how does it fulfill a need . . .

Provide a description of your project and funding plan. Describe how you will use the funding if awarded.

PRACTICE YOUR PRESENTATION – ONLY FIVE MINUTES ALLOTTED FOR EACH FINALIST PRESENTATION! No one is allowed longer than 5 minutes. A time keeper will be on hand to help monitor time and give a signal one minute prior to the ending time.

STEPS:

Completed applications will be accepted by Wetzel County Chamber of Commerce until **deadline: Thursday, July 18 by Noon. NO EXCEPTIONS.**

Chamber appointed Committee will choose finalists. The Chamber reserves the right to reject any project application. ***Finalists will be contacted by phone prior to the event.*** Finalists agree to attend the Pay It Forward Event on Monday, July 29, 2019 at 5 PM to give their presentation in front of judges and public attendees.

MAIL Pay It Forward Application TO: (MAKE SURE WE RECEIVE NO LATER THAN Thursday, July 18 by Noon)

Wetzel County Chamber of Commerce, PO Box 271, New Martinsville, WV 26155

OR DROP OFF AT:

Wetzel County Chamber of Commerce Office, 201 Main Street, New Martinsville, WV 26155

P: 304-455-3825

F: 304-455-3637

Email: chamber@wetzelscountychamber.com

Sponsors of this program:

Gold Sponsors: Williams Energy Foundation

Silver Sponsors: United Way of Wetzel County

Bronze Sponsors:

Sponsors through Chamber Community Cash Program: A 1 Automotive Services LLC, Anytime Fitness New Martinsville, ArtsLink, Inc., Azteca Mexican Restaurant, Domino's Pizza, Flower Basket & Gift Shop, Grandma's House of Quilting, Holiday Inn Express – New Martinsville, Kings Corner, Marietta Office Supply, Marv's Place, Nature By Choice, LLC, Olive Branch & Friend Shops, Pop Art Parties, Prodigy Wellness Center, Riggerbach Tile & Carpet, S & S Diamonds & Fine Jewelry, Tammy's Country Crafts, The Arcane Games Store, The Cellar Door, The Orchard B & B and Gift Shop, The Supply Closet, Wayside Furniture, WhiteCaps Creative Group, Witschey's, Your Stores