**Request for Proposals Checklist for the 2023 Hawaiʻi Tourism Authority’s Community Enrichment Program and Signature Events Program**

This checklist is to help make sure you are attaching the following to complete your RFP submission. (Check each completed box)

[ ]  Application and Proposal Form: This form includes identifying information as well as the proposal information and the budget narrative. ALL FIELDS MUST BE FILLED IN.

[ ]  Itemized Budget Form (created as an Excel spreadsheet)

Other Attachments:

[ ]  List of Applicant’s current Board of Directors and/or leadership including names, titles and affiliations, if applying as a non-profit organization.

[ ]  Applicant’s Articles of Incorporation (preferred), or other documentation such as Bylaws that verify the person(s) authorized to sign legal documents on behalf of the organization, if applying as a non-profit organization.

[ ]  Letters of Recommendation/Support. Any letters of recommendation/support must be included with the proposal and submitted by the proposal deadline. Letters should be dated and signed. We will not accept recommendation letters after the deadline has passed. Maximum 3 letters.