

[Date]

To: [Supervisor's name]

From: [Your name]

Re: Request to attend the 2024 Missouri's Premier Downtown Revitalization Conference

The 2024 Missouri's Premier Downtown Revitalization Conference (MPDRC) is the greatest opportunity for our [volunteers, staff, etc.] to receive specialized training dedicated to the Main Street Approach™ this year. This year's MPDRC will offer 20+ educational sessions including keynote and panel discussions covering the ties between historic preservation, upper-story housing, and historic commercial districts. The conference will also provide resources that I will be able to utilize and share after the conference including one-pagers highlighting historic preservation best practices among others.

Conference: Missouri's Premier Downtown Revitalization Conference
Date: July 30- August 1, 2024
Location: Kansas City Marriott Country Club Plaza, 4445 Main Street, Kansas City, Missouri
Conference Fee: Early bird rate is \$350. (Rate will increase to \$400 after July 1st.)

Early Bird registration is available if I register before July 1st. We are also able to register as a group which allows three or more of our community members to attend at discounted rates, so we get the most value for our training dollars! The MPDRC Early Bird Registration rate is \$325 until July 1st. Accommodations at the Kansas City Marriott Country Club Plaza are \$159 per night. More program details and information about conference registration and lodging are available at www.momainstreetconference.com

Attending this conference will not only provide the knowledge that our organization needs to continue to implement successful downtown revitalization and economic resiliency it will also continue to grow our organization [to become an Accredited Main Street one day {or} to stay an Accredited Main Street]. It also counts towards our required training attendance with Missouri Main Street Connection with whom we have an agreement. Community leaders from over 50 Main Street programs across the state and other Main Street programs in the eight states surrounding Missouri are expected to be at this conference.

These sessions that are relevant to [insert your company] or [insert your current project]:

- [[insert sessions, courses, exhibitors from the conference website]
- [[insert sessions, courses, exhibitors]
- [[insert sessions, courses, exhibitors]

My attendance at this conference will also give [company name] direct access to presentations and exhibits from many other organizations within the preservation-based economic revitalization industry, allowing us to gain valuable information about what other programs are doing and where they are focusing their efforts. This is especially important given our company's current focus on [insert relevant areas] and our interest to develop new applications in this area.

Thank you for considering this request for your support in assisting me and my colleagues to attend the conference. Please see attached the sponsorship form and if you need any additional information to inform your decision to approve this funding please let me know.