



**DUNCAN CONVENTION AND VISITORS BUREAU
TOURISM EVENT FUNDING POST EVENT REPORT**

PART III: POST EVENT REPORT (Due 60 days after conclusion of event)

*This is to be considered "seed money" for new meetings/events in Duncan to assist with their development. This grant is not a permanent source of funding. It is expected that those events that become regular or annual events will develop a sponsorship base and grow to be successful and independent of DCVB grant funding.
All sponsorships awarded once post event report is verified.*

1. Submit a FULL financial statement including all expenditures, sources of income, net profits, and disbursements of net profits. Include copies of invoices/ad copy/call sheets etc for all media formats.

2. Number of days the event ran (start time to end time) _____

3. Total number of actual participants in the event _____

4. Actual age groups and age group sizes which participated

5. Actual number of out of town guests _____

6. Actual number of hotel / motel rooms occupied at each of the following hotel properties _____

- Days Inn _____
- Derrick Motel _____
- Duncan Inn _____
- Hampton Inn Duncan _____
- Heritage Inn _____
- Hillcrest Inn _____
- Holiday Inn Express _____
- Quality Inn _____
- The Lindley House _____

7. Principle restaurants visited _____

8. Other business services used during the event _____



**DUNCAN CONVENTION AND VISITORS BUREAU
TOURISM EVENT FUNDING POST EVENT REPORT**

9. Other events/activities your organization participated in while in Duncan _____

10. Do you plan to apply for funding assistance next year? _____

Comments(optional) _____

11. Report Submitted by:

Name: _____

Telephone: _____

Failure to submit a complete post event report will result in no funding available for future projects for two calendar years (ie disqualified in 2016 may not reapply until 2018).

*Community Advisory Council Meeting Dates
December 12, 2018, February 13, 2019, April 10, 2019, June 12, 2019, August 14, 2019,
October 9, 2019, December 11, 2019*

Submit completed Part III, with Letter of Acknowledgment or W-9 attached, within 60 days of the conclusion of this event to:

Teri Knox
Duncan Convention and Visitors Bureau
P.O. Box 981, Duncan, OK 73534
office (580) 252-2900 fax (580)252-3799

