



**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 \_\_\_\_\_  
\_\_\_\_\_



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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.***

*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