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 Meetings:

August 10, 2022, October 12, 2022, December 14, 2022, February 15, 2023, April 12, 2023, June 21, 2023

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