



**DUNCAN CONVENTION AND VISITORS BUREAU
TOURISM EVENT SUPPORT APPLICATION**

PART 1: ADMINISTRATIVE INFORMATION

1. Name of Event _____

2. Number of Years Event Held _____

3. Date (s) of Event _____

4. Support requested from Duncan Convention and Visitors Bureau Hotel/Motel Tax Fund

\$ _____ Advertising _____ Direct Sponsorship _____ Hospitality Services

5. How, specifically, will the requested funding be used?

6. Has this event previously received funds from Duncan Convention and Visitors Bureau? _____

If yes, what amount was received? _____ When was previous funding received? _____

7. Sponsoring Organization

Name _____

Address _____

Point of Contact _____

Daytime phone/fax numbers _____

Email Address _____

8. Type of Organization (Brief description of activities and primary purpose: e.g. social, educational, athletic, personal development, etc.)

9. Description and history of event:

10. Is your organization: _____ Non Profit (If yes, please attach copy of 501c3 status letter)

_____ Private/For Profit

11. Attach a complete budget for current project as well as previous year's profit and loss statement if the event is not a start-up. Budget must include the following data:

***itemized expenses**

***funds raised by contributions and other sources (sponsorships, grants, awards)**

*** projected use of any net profits**

12. Attach a copy of your media coverage advertising plan including the amount financially committed to each media outlet. State all media coverage in print, radio, television, public service announcements, direct mail etc.

13. What publicity material will carry the Duncan Convention and Visitors Bureau credit line and/or logo?

(Credit line will read: **“FUNDING and /or SUPPORT FOR THIS EVENT IS PARTIALLY PROVIDED BY THE DUNCAN CONVENTION AND VISITORS BUREAU.”**)

PART 11: ESTIMATED ECONOMIC IMPACT

1. Number of days the event will run (start time to end time) _____

2. Total number of participants expected in the event _____

3. Age groups and approximate numbers of persons in each age group expected to participate

4. Number of out of town guests expected _____

5. Total number of hotel / motel rooms expected to be occupied per night _____

6. How will hotel/motel rooms be tracked? _____

7. Will you reserve a block of rooms for this event at host hotels and if so, for how many rooms at which hotels?

8. Where and when event was previously held last year:

Dates _____

Name of host hotel/motel _____

Address of host hotel/motel _____

Point of contact at the hotel/motel _____

Telephone/fax number of the host hotel/motel _____

Total number of hotel room nights from previous year _____

CAC Meeting Dates; February 14, April 11, June 13, August 8, October 10 and December 12, 2018

Submit Parts I and II of this application at least 90 days prior to the event to:

Teri Knox, Director

Duncan Convention and Visitors Bureau

P.O. Box 981, Duncan, OK, 73534

Office (580) 252-2900, Fax (580) 252-3799



**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 _____
- Super 8 _____
- 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: _____

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

Failure to submit a complete post event report will result in no funding available for future projects for two calendar years (ie disqualified in 2017 may not reapply until 2019).

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

