



PART III of 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 _____

- Sure Stay by Best Western _____
- Derrick Motel _____
- Duncan Inn _____
- Hampton Inn Duncan _____
- Heritage Inn _____
- Hillcrest Inn _____
- Holiday Inn Express _____
- Quality Inn _____
- Super 8 _____
- The Lindley House _____
- Fairfield by Marriot _____

7. Principle restaurants visited _____

8. Other business services used during the event _____



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
teri@simmonscenter.com

Failure to submit a complete post event report will result in no funding available for future projects for two calendar years.

CAC Meeting Dates;



June 21, 2023, October 11, 2023, December 13, 2023, February 14, 2024, April 10, 2024