



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 _____

Sure Stay _____
Fairfileld 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 (ie disqualified in 2019 may not reapply until 2021).

*Community Advisory Council Meeting Dates can be found on the website at
www.visitduncan.org*

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

Teri Jennings, Director
Duncan Convention and Visitors Bureau
P.O. Box 981, Duncan, OK 73534
office (580) 252-2900
teri@simmonscenter.com

