Duncan Convention and Visitor's Bureau
1330 Chisholm Trail Parkway
VisitDuncan.org
DuncanCalendar.com
800-782-7167

PART I of III: 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 previous funding was 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 II of III: 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_____

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

Teri Jennings, Director
Duncan Convention and Visitors Bureau
P.O. Box 981, Duncan, OK, 73534
Office (580) 252-2900, Fax (580)252-3799