



**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 \_\_\_\_\_ Sponsorship \_\_\_\_\_ Hospitality Services

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

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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.)

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9. Description and history of event:

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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?

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(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:

Dates \_\_\_\_\_

Name of host hotel/motel \_\_\_\_\_

Address of host hotel/motel \_\_\_\_\_

Point of contact at the hotel/motel \_\_\_\_\_

Address of host hotel/motel \_\_\_\_\_

Telephone/fax number of the host hotel/motel \_\_\_\_\_

Total number of hotel room nights from previous year \_\_\_\_\_

Submit completed Parts I and II of this application with budget and media plan at least 90 days prior to the event to:

**Loisdawn Jones, Director**  
**Duncan Convention and Visitors Bureau**

**P.O. Box 981, Duncan, OK, 73534**  
**Office (580) 252-2900, Fax (580) 252-3799**



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TOURISM EVENT FUNDING APPLICATION**

**PART III: POST EVENT REPORT** (Due 30 days after conclusion of event)

*A SIGNED letter of acknowledgement on letterhead MUST accompany this report, stating that the sponsorship amount awarded was received. Failure to submit the report will result in no funding available for future projects.*

**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 \_\_\_\_\_

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? \_\_\_\_\_

11. Report Submitted by:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Submit completed Part III within 30 days of the conclusion of this event to:

**Loisdawn Jones, Director  
Duncan Convention and Visitors Bureau**

**P.O. Box 981, Duncan, OK 73534  
office (580) 252-2900 fax (580)252-3799**

