



**Daytona Beach Area Convention & Visitors Bureau (CVB)  
Event Funding Application**

**Event Name:** \_\_\_\_\_

**Event Dates & Times:** \_\_\_\_\_

**Event Website:** \_\_\_\_\_

**Event Social Media Channels:** \_\_\_\_\_

**Existing Event:** Number of years \_\_\_\_\_ **OR New/Development Event:** Year started \_\_\_\_\_

**Event Funding Request:** \$ \_\_\_\_\_

**Primary Event Location(s):** \_\_\_\_\_

\_\_\_\_\_

**Primary Event Contact:**

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

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Event Overview:** Describe the event, type of activities, attendee or participant demographics, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Projected Attendance:**

Per Day: \_\_\_\_\_

Total Attendance: \_\_\_\_\_



**Event Cost:**

Attendance (to attend): \_\_\_\_\_

Participant (to participate): \_\_\_\_\_

**Projected Overnight Accommodations:**

Number of Rooms by Day: \_\_\_\_\_

Total Number of Rooms: \_\_\_\_\_

**Are you using a Housing Bureau, Host Hotel, or Hotel Sponsor? If so, please list all:**

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**Event Promotion and Impact:** Provide marketing plan that includes event budget, sponsors, media schedule, public relations efforts, potential long-term growth, and positive impact on the community and tourism.

**Please check boxes (that apply):**

- Marketing Plan Included
- Event Experience
- Promoter's Resume
- If funding is approved, I agree to provide a Event Recap Report (90 days post event)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*By my signature above, I agree that I have read, understand and will comply with the guidelines and procedures outlined for the CVB Event Funding Guidelines.*

- Event Funding Application must be submitted by:
  - October 15 for events held between January 1-March 30
  - December 15 for events held between April 1-June 30
  - April 15 for events held between July 1-September 30
  - June 15 for events held between October 1-December 31

**Submit application to, with all required support documentation, and schedule an appointment with:**

Kay Galloway, Director of Marketing & Design  
(386) 255-0415 ext 113  
[kgalloway@daytonabeach.com](mailto:kgalloway@daytonabeach.com)

**Daytona Beach Area Convention & Visitors Bureau**  
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