



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

Recap Report must be submitted to the CVB within 90 days of event completion

Organization/Contact Information

Name: _____
Address: _____
Phone: _____
Email: _____
Website: _____

Event Information

Event Title: _____
Event Location: _____
Event Date: _____ Report Date: _____
Website: _____
Social Media Pages: _____
Event Overview: _____

HAAA approved Event Funding amount: \$ _____

Do you plan to apply for Event Funding next year? Yes No

List host hotel(s) or contracted hotels for the event:



Number of hotel/lodging rooms and establishments utilized during the event – by day and total:

Provide information on how the event met its goal of providing a positive impact on the community:

Approved Event Funding Reimbursement:

Submit an Event Funding invoice to the CVB, not to exceed the amount approved, along with back up invoices from media outlets and proof of performance, placement and/or tear sheets. All back up invoices should be net, not gross.

- Back-Up Invoices Included:
- Proof of Performance/Placement/Tear Sheets Included:

Submit to:

Daytona Beach Area Convention & Visitors Bureau
Attn: Kay Galloway, Director of Marketing & Design
126 East Orange Ave., Daytona Beach FL 32114
kgalloway@daytonabeach.com

Event Funding Recap Report must be submitted within 90 days of event completion