



**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:

Event Promotion and Impact: Provide a 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 the boxes (that apply):

- Marketing Plan Included
- Event Experience
- Promoter's Resume
- If funding is approved, I agree to provide an 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 in 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

Daytona Beach Area Convention & Visitors Bureau

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