



**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:

Room rate for hotel/lodging rooms – by day and total:

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

Provide your cost on the below items:

Food & Beverage: _____

Facility Rental Fee: _____

Security: _____

Audio/Visual Equipment (A/V): _____



Approved Event Funding Reimbursement:

Submit an Event Funding invoice (Made out to HAAA, c/o DBACVB), not to exceed the amount approved, along with backup invoices from media outlets and proof of performance, placement and/or tear sheets. All backup invoices should be net, not gross.

- Backup 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

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