



**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:**

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

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

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**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](mailto:kgalloway@daytonabeach.com)

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