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**Visit Stillwater**

**Visitor Development Incentive Grant**

*Assistance Provided to New or Growing*

*Stillwater Based Events*

(Adopted 8/17/17 – Revised 7/21/2022)

The Visit Stillwater Visitor Development Incentive Grant is designed to assist events in their infancy stages or when growing from a one- to multi-day event. A maximum of $5,000 is available for an event the first year with the potential of up to 2 subsequent grants at decreasing amounts for 2 more years.

**Grant Guidelines**

* An application must be submitted a minimum of **60 days before** the event.
* A maximum of $5,000 is available per event and considered on an individual basis.
* Grants will be made payable from Visit Stillwater directly to Stillwater businesses.
* ½ of the total Grant amount may be paid to local businesses upon approval and the second ½ will be paid to local businesses upon receipt of the Grant Post Event Form.
* Multi-year commitments will receive priority consideration and be eligible for maximum grant opportunities.
* Grants may not be used for social (one-time) events such as birthdays, reunions, office parties, holiday parties, showers, weddings, bar mitzvahs, quinceaneras, etc.

**Event Coordinator(s) Requirements**

* *Stillwater Guide to the Local Scene* must be distributed to event attendees.
* The Visit Stillwater logo must be included within all pre-and post-event print, website, and social media coverage.
* Visit Stillwater must be included on the sponsor list and any “thank you” lists for sponsors pre-and post-event.
* Add #VisitStillwater to all social media posts.
* Visit Stillwater assistance must be featured in any news releases and/or emphasized during any media interviews.
* Copies of each print promotion and screenshots of the website and social media coverage must be provided with the Grant Post Event Form.
* Refer to the Visit Stillwater Community Calendar of Events at VisitStillwaterOK.org to ensure your event does not conflict with other events, especially those requiring lodging accommodations. Grants will not be considered during city-wide or “sold out” weekends.
* Complete and submit the Grant Post-Event Survey within 45 days.

**Instructions to Receive Visitor Development Incentive Grant**

* The Visit Stillwater Board of Directors will review applications for approval.
* The Grant Post Event Form must be completed and returned to the Visit Stillwater Director of Sales no later than **45 days following** the event with the required documents/copies listed above.
* If the Grant Post Event Form is not submitted within 45 days, the applicant forfeits the remainder of the Grant and will not be considered for future Grants.
* Provide invoice(s) to Visit Stillwater pre-and/or post-event to the local business(es) that will receive payment from the approved Grant.
* Provide a copy of vendor W-9 if Visit Stillwater does not already have it on file.
* Each grant is reviewed on an individual basis.

**Visit Stillwater Director of Sales – Nicole Horn**

**Nicole@VisitStillwater.org** **– 405-743-3697**

**2617 W. 6th Ave., Stillwater, OK 74074**

***# of Years: 1 2 3 Last Amount: $\_\_\_\_\_\_­­­\_ - Date Grant Request Form Submitted: \_\_\_\_\_­\_\_***

 ***Grant Amount Requested: $\_\_\_\_\_\_\_***

** *Grant Amount Approved: $\_\_\_\_\_\_\_***

**Visit Stillwater**

**Visitor Development Incentive Grant**

*Assistance Provided to New or Growing*

*Stillwater Based Events*

**Grant Request Form**

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

(Please spell out all names – no acronyms.)

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please spell out all names – no acronyms.)

Event Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Organization Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Social Media Handles: Facebook: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Twitter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Instagram: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Type: **** Business Meeting **** Sports

*(Check One)* **** Conference **** Festivals & Cultural Events

**** Trade Show **** Exhibition

Market Segment: **** Association/Corporate **** Agriculture

*(Check One)* **** Government

 **** SMERF (Social, Military, Education, Religious, and Fraternal)

Meeting Space: **** Meeting space in hotel **** Meeting space outside of hotel

*(Check One)*

Exempt from Visitor & Sales Tax: **** Yes **** No

*(Check One)*

Brief Narrative Description of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Years Previously Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location(s), Date(s), and Host/Overflow Hotels of Previous 3 Events Held:

 Location Date(s) Host/Overflow Hotels

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of Years Committed to Stillwater to Serve as Host Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Estimated Total # of Attendees: (Day & Overnight) \_\_\_\_\_\_\_\_\_\_\_\_\_
* Estimated # of Overnight Visitors: \_\_\_\_\_\_\_\_\_\_\_\_\_ + # of Nights: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Estimated # of Day Visitors: \_\_\_\_\_\_\_\_\_\_\_\_\_ + # of Days: \_\_\_\_\_\_\_\_\_\_\_\_\_
* Anticipated Visitor Tax Projection \_\_\_\_\_\_\_\_\_\_\_\_ x \_\_\_\_\_\_\_\_\_\_\_\_x 7% = \_\_\_\_\_\_\_\_\_\_\_

 Total Rooms x Room Rate x Visitor Tax = Total

* # of Rooms in Block: \_\_\_\_\_\_\_\_\_\_\_\_\_
* Average Room Rate: $ \_\_\_\_\_\_\_\_\_\_\_
* Average Ticket Price: $ \_\_\_\_\_\_\_\_\_\_\_
* Estimated # of Tickets Sold: \_\_\_\_\_\_\_\_\_\_\_\_

List of Sponsors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marketing Plan for Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host Hotel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Overflow Hotel(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Amount for Entire Event: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amount of Grant Requested: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Use(s) of Grant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Attach invoice(s) for the expense(s) in which the Grant will be utilized pre-event.**

*“I agree all of the information included in this application is true to the best of my knowledge. I agree to provide all of the required post-event information within 45 days of the conclusion of our event.”*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: Title: Date:**

**For Visit Stillwater Use:**

|  |  |
| --- | --- |
| **Day Visitors**  | ***Points*** |
| 20-50 |  |
| *51-100* |  |
| *101-150* |  |
| *151+* |  |

**Exempt from Visitor & Sales Tax:**  **Yes**  **No**

|  |  |
| --- | --- |
| **Hotel Room Nights** | ***Points*** |
| 20-50 |  |
| *51-100* |  |
| *101-150* |  |
| *151+* |  |

|  |  |
| --- | --- |
| **Multiple year commitment**  | ***Points*** |
| 2 years |  |
| *3 years* |  |
| *4 years* |  |
| *5+ years* |  |

***Total Points: \_\_\_\_\_\_\_\_\_\_***

|  |  |
| --- | --- |
| **Year of Grant: 1 2 3**  | **Amount: $\_\_\_\_\_\_\_\_\_** |
| Check amount $  | Paid to:  |
| Check amount $  | Paid to:  |
| Check amount $  | Paid to:  |
| Check amount $  | Paid to:  |
| Check amount $  | Paid to:  |

* ***Economic Impact Calculation (EIC: Tourism Economics) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_***
* ***Date on agenda for board consideration \_\_\_\_\_\_\_\_\_\_\_\_***

***Date Post Event Form Submitted: \_\_\_\_\_\_\_\_\_\_\_\_***

***Grant Amount Approved: $ \_\_\_\_\_\_\_\_\_\_\_\_***

**Visit Stillwater**

**Visitor Development Incentive Grant**

*Assistance Provided to New or Growing*

 *Stillwater Based Events*

**The Event Coordinator(s) Requirements**

* *Stillwater Guide to the Local Scene* must be distributed to event attendees.
* The Visit Stillwater logo must be included within all pre-and post-event print, website, and social media coverage.
* Visit Stillwater must be included on the sponsor list and any “thank you” lists for sponsors pre-and post-event.
* Add #VisitStillwater to all social media posts.
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* Provide invoice(s) to Visit Stillwater pre-and/or post-event to the local business(es) that will receive payment from the approved Grant.
* Provide a copy of vendor W-9 if Visit Stillwater does not already have it on file.
* Each grant is reviewed on an individual basis.

**Grant Requirments Check List:**

* Completed and submitted Grant Post Event Form submitted within 45 days.
* Completed and submitted Post Event Survey submitted within 45 days.
* *Stillwater Guide to the Local Scene* was distributed to attendees.
* Copies of pre-and post-event promotions including the Visit Stillwater logo.
	+ Copies of print promotions, programs, agendas, advertisements, etc.
	+ Screenshots of website
	+ Screenshots of social media posts
* Copies of sponsorship or “thank you” lists including the Visit Stillwater logo.
* Copies showing the use of #VisitStillwater in all social media posts.
* Copies of news releases and stories published.
* Invoice(s) for the expense(s) in which the Grant will be utilized post-event.
* W9 from vendors receiving grant payments.

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**Visit Stillwater**

**Visitor Development Incentive Grant**

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*Stillwater Based Events*

**Grant Post Event Form**

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

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Grant Post Event Form Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Host Hotel Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date:  | \_\_/\_\_ | \_\_/\_\_ | \_\_/\_\_ | \_\_/\_\_ | \_\_/\_\_ | \_\_/\_\_ | \_\_/\_\_ | Total:  |
| # of Rooms Each Night  |  |  |  |  |  |  |  |  |
| Avg Room Rate  |  |  |  |  |  |  |  |  |

**Overflow Hotel Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date:  | \_\_/\_\_ | \_\_/\_\_ | \_\_/\_\_ | \_\_/\_\_ | \_\_/\_\_ | \_\_/\_\_ | \_\_/\_\_ | Total:  |
| # of Rooms Each Night  |  |  |  |  |  |  |  |  |
| Avg Room Rate  |  |  |  |  |  |  |  |  |

**Overflow Hotel Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date:  | \_\_/\_\_ | \_\_/\_\_ | \_\_/\_\_ | \_\_/\_\_ | \_\_/\_\_ | \_\_/\_\_ | \_\_/\_\_ | Total:  |
| # of Rooms Each Night  |  |  |  |  |  |  |  |  |
| Avg Room Rate  |  |  |  |  |  |  |  |  |

**Overflow Hotel Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date:  | \_\_/\_\_ | \_\_/\_\_ | \_\_/\_\_ | \_\_/\_\_ | \_\_/\_\_ | \_\_/\_\_ | \_\_/\_\_ | Total:  |
| # of Rooms Each Night  |  |  |  |  |  |  |  |  |
| Avg Room Rate  |  |  |  |  |  |  |  |  |

* Average Persons Per Room: \_\_\_\_\_\_\_\_\_\_\_\_\_
* Estimated # Arriving by Air (%): \_\_\_\_\_\_\_\_\_\_\_%
* Average Ticket Price: $ \_\_\_\_\_\_\_\_\_\_\_
* # of Tickets Sold: \_\_\_\_\_\_\_\_\_\_\_\_
* Actual Total # of Attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_
* Actual # of Overnight Visitors: \_\_\_\_\_\_\_\_\_\_\_\_\_ + # of Nights: \_\_\_\_\_\_\_\_\_\_\_\_\_
* Actual # of Day Visitors: \_\_\_\_\_\_\_\_\_\_\_\_\_ + # of Days: \_\_\_\_\_\_\_\_\_\_\_\_\_
* Local Share of Day Visitors: \_\_\_\_\_\_\_\_\_\_\_ % + # of Days: \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Hotel Room Nights |  |
| 20-50 |  |
| *51-100* |  |
| *101-150* |  |
| *151+* |  |

|  |  |
| --- | --- |
| Day Visitors  |  |
| 20-50 |  |
| *51-100* |  |
| *101-150* |  |
| *151+* |  |

Host Hotel / DMO Hosting Costs:

* Discounts $ \_\_\_\_\_\_\_\_\_\_
* Cash Incentives $ \_\_\_\_\_\_\_\_\_\_
* In-Kind Services $ \_\_\_\_\_\_\_\_\_\_
* Other $ \_\_\_\_\_\_\_\_\_\_

$ \_\_\_\_\_\_\_\_\_\_

$ \_\_\_\_\_\_\_\_\_\_

 $ \_\_\_\_\_\_\_\_\_\_ TOTAL

Organizer Spending:

* Space Rental $ \_\_\_\_\_\_\_\_\_\_
* Food & Beverage $ \_\_\_\_\_\_\_\_\_\_
* Audio / Visual $ \_\_\_\_\_\_\_\_\_\_
* Internet $ \_\_\_\_\_\_\_\_\_\_
* Security $ \_\_\_\_\_\_\_\_\_\_
* Other Services $ \_\_\_\_\_\_\_\_\_\_
* Other $ \_\_\_\_\_\_\_\_\_\_

$ \_\_\_\_\_\_\_\_\_\_

$ \_\_\_\_\_\_\_\_\_\_

$ \_\_\_\_\_\_\_\_\_\_ TOTAL

**Visit Stillwater Director of Sales – Nicole Horn**

**Nicole@VisitStillwater.org** **– 405-743-3697**

**2617 W. 6th Ave., Stillwater, OK 74074**

**Visit Stillwater Post Event Survey:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Visit Stillwater  | Excellent | Good  | Fair  | Poor | N/A |
| Friendly, helpful staff |   |   |   |   |   |
| Housing Assistance  |   |   |   |   |   |
| Collateral materials  |   |   |   |   |   |
| Promotion/Publicity |   |   |   |   |   |
| Local Resource  |   |   |   |   |   |
| Hotel, Name:  | Excellent | Good | Fair  | Poor | N/A |
| Hotel front desk personnel service  |   |   |   |   |   |
| Guest room appearance  |   |   |   |   |   |
| Guest room environment  |   |   |   |   |   |
| Promptness of request |   |   |   |   |   |
| Overall hotel visit |   |   |   |   |   |
| Event Venue, Name:  | Excellent | Good | Fair  | Poor | N/A |
| Assistance in planning function/needs met |   |   |   |   |   |
| Building manager/setup crew attitude/service |   |   |   |   |   |
| Setup/appearance of the room |   |   |   |   |   |
| Audio/visual equipment  |   |   |   |   |   |
| Overall personal assistance  |   |   |   |   |   |
| Promptness of request  |   |   |   |   |   |
| Overall services  |   |   |   |   |   |
| Catering, Name:  | Excellent | Good | Fair  | Poor | N/A |
| Quality of meal  |   |   |   |   |   |
| Food presentation |   |   |   |   |   |
| Food temperature  |   |   |   |   |   |
| Catering employee's attitude/service  |   |   |   |   |   |
| Promptness of request  |   |   |   |   |   |
| Overall services  |   |   |   |   |   |
| Stillwater | Excellent | Good | Fair  | Poor | N/A |
| Location |   |   |   |   |   |
| Restaurants  |   |   |   |   |   |
| Attractions  |   |   |   |   |   |
| Shopping |   |   |   |   |   |
| Entertainment  |   |   |   |   |   |
| Local Hospitality (from residents) |   |   |   |   |   |

***Testimonial for Visit Stillwater promotional purposes:***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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