



Client Incentive Request & Justification Form

MEETING INFORMATION	
Organization:	
Meeting Classification:	Sports Association Corp. Gov't Other:
Event/Meeting Name:	
Event Dates:	
Last held in Waco:	
Estimated Attendance:	

PROJECTED HOTEL ROOM FLOW (REQUIRED)								
Day of Week:	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL ROOM NIGHTS
Date:								
# of Rooms:								
Which Hotel(s) will be utilized:								
Source of this Room Flow Info:								

RETURN ON INVESTMENT	
Total estimated hotel revenues	
Requested incentive	
Return on Investment (revenues/incentive)	<div style="display: flex; justify-content: space-between; align-items: center;"> Meets 7:1 criteria? Yes: <input type="checkbox"/> No: <input type="checkbox"/> </div>

Event website and promotional material MUST include the Waco TPID website.

Client Incentive Request & Justification Form
page 2

JUSTIFICATION FOR REQUEST	
Is it a one time or recurring Incentive? Please specify what was received from the TPID last year, if it is recurring.	
What is the organizer's background?	
How many estimated teams/ attendees?	
Where are the attendees from?	
Proposed Venues:	
Other pertinent information:	

Client Incentive Request & Justification Form page 3

INCENTIVE REQUESTED	
Incentive Amount Requested by Customer:	
Incentive Amount Approved:	
Date the incentive was approved by TPID Board:	
Please detail other requested sources of grants or funding, amount, and whether this other funding has been approved.	

W-9 FORM MUST ACCOMPANY REQUEST FOR SIGNATURE UNLESS THIS IS FOR A BID

Submitted by (Printed Name and Title)

Signature

Date

Reviewed by (Printed Name and Title)

Signature

Date

Approved by (Printed Name and Title)

Signature

Date

CHECK REMITTANCE INFORMATION	
Check Payable to:	
Attention to:	
Address (must match W-9):	
Month and Year to be paid:	
Your Name:	
Your Phone:	
Your Email Address:	

**** Attach Requesting Organization's Completed W-9 Form unless this is for a bid proposal ****

Unless otherwise specified by the TPID Board, awardee will receive 50% of the awarded funds upfront and 50% after completion of post-event report.