|  |  |
| --- | --- |
| **MEETING / EVENT / GROUP TOUR INFORMATION** | |
| **Organization:** |  |
| **Event Classification:** | Sports\_\_\_\_ Association\_\_\_\_ Corporate\_\_\_\_ Government\_\_\_\_ Group Tour \_\_\_\_\_  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Event/Meeting/Tour Name:** |  |
| **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 Hotel Room Info:** | | |  | | | | | |

|  |  |
| --- | --- |
| **INCENTIVE REQUESTED** | |
| **Incentive Amount Requested by Customer:** | $ |
| **How much did the City of Waco grant to this event THIS year, or how much was requested?** *(required)* | $ |
| **Please indicate venues used:**  Waco Convention Center \_\_\_ Extraco Events Center\_\_\_ BASE at Extraco\_\_\_\_ Baylor Facilities\_\_\_\_ Heritage Square\_\_\_\_  Indian Spring Park\_\_\_\_ Other City of Waco Parks (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| --- | --- |
| **BUDGET** | |
| **Estimated venue expenses**  *(include all venues used-this info is required, if known)* | $ |
| **Estimated food & beverage expense:** | $ |
| **Estimated event marketing expense:** | $ |
| **Estimated all other expenses:** | $ |
| **Projected total expenses:** | $ |
| **Projected total revenues:** | $ |
| **Projected profit or loss:** | $ |

|  |  |
| --- | --- |
| **JUSTIFICATION FOR REQUEST** | |
| **Is this a one-time or recurring event?**  **How many years has it been held in Waco?** |  |
| **What is the organizer’s background?** |  |
| **How many estimated teams or attendees?** |  |
| **What percentage of teams or attendees are from more than 50 miles?** |  |
| **Other pertinent information:** |  |

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

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

Submitted by (Printed Name and Title) Signature Date

|  |  |
| --- | --- |
| **CONTACT INFORMATION** | |
| **Check Payable to:** |  |
| **Attention to:** |  |
| **Address (must match W-9):** |  |
| **Your Name:** |  |
| **Your Phone:** |  |
| **Your Email Address:** |  |