|  |  |
| --- | --- |
| **MEETING INFORMATION** | |
| **Organization:** |  |
| **Event/Meeting Name:** |  |
| **Event Dates:** |  |
| **ACTUAL Attendance:** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTUAL HOTEL ROOM FLOW (REQUIRED)** | | | | | | | | |
| **Day of Week:** | **SUN** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** | **TOTAL ROOM NIGHTS** |
| **Date:** |  |  |  |  |  |  |  |  |
| **# of Rooms:** |  |  |  |  |  |  |  |  |
| **Which hotel(s) were utilized:** | | |  | | | | | |
| **Source of this Room Flow Info:** | | |  | | | | | |

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| --- | --- |
| **EVENT RESULTS**  **Please use additional sheets if necessary.** | |
| **Incentive Amount Approved:** |  |
| **Date the incentive was approved by TPID Board:** |  |
| **How were the funds used?** |  |
| **Was there a net profit? If so, how much?** |  |
| **How did you promote the event?** |  |
| **How did you promote the hotels of the TPID?** |  |
| **Did you include a link to the TPID hotels on your website? Please include a screenshot.** |  |
| **What Waco businesses did you use for food, supplies, materials, printing, etc?** |  |

**W-9 FORM MUST ACCOMPANY THIS REQUEST. PAYMENT WILL BE SENT TO ADDRESS ON THE W-9**

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Submitted by (Printed Name and Title) Signature Date

|  |  |
| --- | --- |
| **CHECK REMITTANCE INFORMATION** | |
| **Check Payable to:**  **(if approved)** |  |
| **Attention to:** |  |
| **Address (must match W-9):** |  |
| **Your Name:** |  |
| **Your Phone:** |  |
| **Your Email Address:** |  |
| **(Office Use)**  **Anticipated Payment Date** | Office use only |