|  |
| --- |
|  **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 Contracted Rooms:** |  |  |  |  |  |  |  |  |
| **# of add’l rooms (est.)** |  |  |  |  |  |  |  |  |
| **Total Rooms:** |  |  |  |  |  |  |  |  |
| **Which hotel(s) will be utilized:** |  |
| **Source of this Hotel Room Info:** |  |

|  |
| --- |
| **INCENTIVE REQUESTED**  |
| **Incentive Amount Requested by Customer** *(required)* |  |
| **Have you applied to the City of Waco for a grant? If so, for how much and was it granted?** *(required)* |  |
| **Payment is after the event, except for under certain circumstances. If you are requesting payment prior to the event, please explain your reasoning:**  |
| **Please indicate venues used:**Waco Convention Center \_\_\_ Extraco Events Center\_\_\_ BASE at Extraco\_\_\_\_ Baylor Facilities\_\_\_\_ Heritage Square\_\_\_\_Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **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 profit or loss:** |  |
| **What are your biggest “pain points” or challenges with expenses (venues, security, street closures) and how much?** |  |

|  |
| --- |
| **JUSTIFICATION FOR REQUEST** |
| Is this a one-time or recurring event? How many years has it been held in Waco? |  |
| How will you use the grant to generate additional hotel rooms? |  |
| How many estimated teams or attendees?  |  |
| What percentage of teams or attendees are from more than 50 miles? |  |
| Hotel booking links from TPID must be provided to your attendees at least 90 days in advance. Do you commit to do so? | Yes \_\_\_ No \_\_\_  |
| Please explain how you commit to promote bookings at the TPID hotels to your attendees. If you have any question as to how to do so, please contact us prior to submitting this application.  |  |
| Have you included your W-9 form with this application? If not, please tell us why. W9s are required by the IRS with payments. | Yes \_\_\_ No \_\_\_  |
| If an incentive is granted, we require that you not also request rebates or use third-party planners who charge commission uhless pre-approved by vote of the board.  | Agreed \_\_\_\_ Not Agreed \_\_\_\_ If not, please explain: |
| Do you agree to use the services of Destination Waco, DMO to obtain rate quotes from TPID hotels, and to publicize them at least 90 days in advance? | Yes \_\_\_ No \_\_\_ If not, please tell us why.  |

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

Submitted by (Printed Name and Title) Signature Date

|  |
| --- |
| **CONTACT INFORMATION**  |
| **Your Name and Title:** |  |
| **Your Phone:** |  |
| **Address:** |  |
| **Your Email Address:** |  |

**Please submit this completed and signed form to: Carla Pendergraft, Executive Director, Waco TPID,** **carla@wacotpid.com****. Questions? Call Carla at 254-855-7354.**