



Organizer Info

Organization Name: _____

Elite Event Name: _____

Certification and Compliance Agreement

I hereby certify that the information contained in the Post-Event Worksheet submitted herewith is true and correct to the best of my knowledge.

(Initial each item below in **blue ink**.)

_____ I acknowledge and understand I must complete and submit a **Post-Event Report Packet**, which consists of the following, to be eligible for final payment:

- Signed/Initialed Post-Event Worksheet (this document)
- Invoice
- W-9
- Sponsorship Benefits: Proof of Performance
- Marketing & Advertising Plan: Proof of Performance with Summary of Expenses

_____ I acknowledge the Post-Event Report Packet must be submitted to VSPC within 45 days from the conclusion of the event via:

- One (1) Original / Hard Copy Post-Event Report Packet, or
- One (1) Digital Copy of the Post-Event Report Packet

_____ I acknowledge and understand that Post-Event Reports that are not complete or submitted within 45 days, as stated above, may result in delay or forfeiture of final payment.

_____ I acknowledge and understand that I must explain the methodology utilized to determine attendance and room nights generated by the event, upon request by VSPC.

_____ I acknowledge and understand that I must explain any discrepancies between information presented in the original Funding Application and the final performance of the event prior to processing of final payment, upon request by VSPC.

I certify I am an **Authorized Corporate Officer** or an **Authorized Individual** (if a municipality) on behalf of the Elite Event.

Authorized By: _____

Signature: _____

Title: _____

Date: _____

Phone: _____

Email: _____

Post-Event Worksheet

1. Organization / Contact Information

Organization Name:		
Organization Address:		
City:	State:	Zip:
Primary Contact Name:		
Office:	Mobile:	Fax:
Email Address:		

2. Event Information

Event Title:
Event Location(s):
Event Date(s):
Attendance:

3. Request Summary

Funding Category: <input type="checkbox"/> Category 1 (must be nationally televised) <input type="checkbox"/> Category 2 <input type="checkbox"/> Category 3 <input type="checkbox"/> Category 4 <input type="checkbox"/> Category 5
Final Contracted Funding Amount: \$ _____

4. Sponsorship Benefits: Proof of Performance

Provide a Proof of Performance of all Sponsorship Benefits agreed upon in Exhibit A of the Tourism Promotion Agreement. Use Exhibit A as a template for providing photos and other documentation.

5. Marketing & Advertising Plan: Proof of Performance

Provide a Proof of Performance of all Marketing & Advertising Plan expenditures for which you are seeking reimbursement. Proof of Performance shall include itemized 3rd party invoice(s), receipt(s) or other such documentation as requested by VSPC. Explain any discrepancies with the Marketing & Advertising Plan agreed upon in Exhibit B of the Tourism Promotion Agreement.

Provide a summary of expenses by completing the following form and attaching an itemized invoice with receipt or proof of payment. Add rows, as needed.

Vendor	Expense Type	Cost	Invoice Attached	Receipt Attached

6. Final Invoice & W-9

Provide and attach your final invoice and completed W-9.

7. Post-Event Requirements & Instructions

A fully completed Post-Event Report Packet consists of:

1. Signed/Initialed Post-Event Worksheet (this document)
2. Invoice
3. W-9
4. Sponsorship Benefits: Proof of Performance
5. Marketing & Advertising Plan: Proof of Performance with Summary of Expenses

Within 45 days from the conclusion of the event, your Post-Event Report Packet must be emailed (digital copy) or mailed (hard copy) to:

Craig Campbell
Director, Community & Brand Engagement
Visit St. Pete Clearwater
8200 Bryan Dairy Road, Suite 200
Largo, FL 33777
Craig@VisitSPC.com
(727) 464-7254