



Cover Page

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. I acknowledge and understand I must complete and submit a fully completed Post-Event Report per the **Post-Event Requirements & Instructions** to be eligible for final payment.

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

_____ I acknowledge a fully completed Post-Event Report consists of the following:

- One (1) Original Post-Event Report Packet with Support Materials, or
- One (1) Digital Copy of the Post-Event Report Packet

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

_____ I acknowledge and understand that I must explain the methodology utilized to determine attendance generated by the event.

_____ I acknowledge and understand that I must explain any discrepancies between information presented in the Tourism Promotion Agreement and the final performance of the event prior to processing of final payment.

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):

3. Request Summary

Funding Category:	☐ Category 1	☐ Category 2	☐ Category 3
	☐ Category 4	☐ Category 5	
Final Contracted Funding Amount:			
\$ _____			

4. Attachments

- Sponsorship Benefits:** 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. If broadcasted, provide proof of broadcast, delivery of broadcast benefits, and ratings/viewership figures.
- Paid Media & P.R. Plan:** Provide a Proof of Performance of your Paid Media Advertising Plan for all expenditures which you are seeking reimbursement. Proof of Performance shall include 3rd party invoice(s) or other such documentation as requested by VisitSPC. Explain any discrepancies between actual expenses and Exhibit B of the Tourism Promotion Agreement. Provide your final executed Public Relations Plan.
- Attendance Methodology & Zip Code Data:** Provide your Actual Attendance and methodology for calculating attendance, including photos with timestamps to substantiate crowd sizes. Provide a map with final event footprint, street boundaries, and entry/exit points. Any ticketed event must provide Zip Code Data in an Excel format.
- Final Invoice & W-9:** Provide and attach your final invoice and completed W-9.