



TDC Grants Post Event Report Checklist

**Completion
Date**

Invoice Award File – An invoice from the organization to Leon County Tourist Development Council c/o Visit Tallahassee for payment of awarded grant amount.

Comments:

Invoice Expenses File – Valid invoice(s) for allowable expenses. Only need receipts to cover awarded grant amount.

Comments:

Proof of Payments File - Copy of proof of payments such as cleared check record showing front and back of checks, or detailed credit card receipts

Comments:

Visitors Documentation File - Number of visitors calculated with backup documentation (i.e. Visitor Tracking Form, Results, Rosters, Ticket/Attendance Reports, etc.)

Comments:

Room Nights Documentation File - Number of room nights tracked with backup documentation (ie: hotel reports, hotel letters, surveys, etc.)

Comments:

Marketing Materials File - Copies of marketing or advertising materials, websites, emails, newsletters, or on-site event marketing *showing the Leon County / Visit Tallahassee combined logo*

Comments:
