



## 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. Invoice includes a date of the invoice, and an invoice number.

Comments:

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**Invoice Expenses File** – Valid invoice(s) for allowable expenses. Only need receipts to cover awarded grant amount, or 125% of awarded grant amount if grant award is \$10,000 or more.

Comments:

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**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:

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

Comments:

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

Comments:

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**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:

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