## THE FORT STOCKTON CONVENTION & VISITOR'S BUREAU WILL MEET FOR A SPECIAL MEETING ON WEDNESDAY, DECEMBER 8, 2021 AT 12:00 P.M.

## **HOST LOCATION:**

CVB SPECIAL EVENT CENTER 2181 W I-10 FORT STOCKTON, TX 79735

COMMENTS FROM THE AUDIENCE ON REGULAR AGENDA ITEMS: Citizen's who desire to address the Fort Stockton Convention & Visitor's Bureau regarding matters on the Agenda shall approach the podium when the item is to be considered. Discussion by Fort Stockton Convention & Visitor's Bureau Board Members will only occur when an agenda item is scheduled for consideration. Prior to making comments, each speaker will be required to provide his/her name and residential address. Speakers will be limited to 3 minutes. Speakers making personal, impertinent, profane, or slanderous remarks will be removed from the Convention Center Board Room and will be removed from meeting and not allowed re-entry.

- 1. Call to Order.
- 2. Invocation
- 3. Discuss/Act upon the funding request for the Reunion Festival Ruben Falcon Pg. 2
- 4. Discuss updates on Fort Stockton Convention Center Crystal Lopez
- 5. Discuss and review event funding procedures. pg. 7
- 6. Ouestions and answers from media on Agenda Items.
- 7. Adjourn

This facility is wheelchair accessible & parking spaces are available. Request accommodation or interpretive services must be made 48 hours prior to this meeting. Please contact the Convention & Visitor's Bureau office at (432)290-0106 for further information.

Dated this Road day of Dec	comber, 2021	Fort Stockton		$\cap$	91	,
Notice posted on Drumbu	3_, 2021 a <b>330</b>	o'clock A.M/P.I	M.) By:	Shela	Jehre	4
Removed Dated this the						

## City of Fort Stockton Convention & Visitor's Bureau

Event Funding Request Form – Must be approved a minimum of 90 days prior to the event

Date of application
Applicant's Name, Title and Contact information:
Contacts Name and information (if different):
Organizations Name:
Event Name:
Date of Event:
Check one: New Event Existing Event
Event Location Address:
Phone Numbers: Office:
Contact Numbers (if different) Office: Cell: Fax:
E-mail Address:
Host Hotel(s) for Event:
Estimated Attendance:
Estimated Room Nights (1 room/1 night)
Amount Requesting:

- 1. Supply Budget for the event, including all expenses to be incurred, identifying those that you are requesting the CVB to fund and how they are to be used.
- 2. Supply current financial statements of organization that is requesting the CVB to fund the event.
- 3. Supply Tax Identification number for organization or individual seeking funding.
- 4. Write a brief synopsis about the event including its purpose and goals. Estimating the economic impact to the city. For example: the number of people & hotel rooms it will sell and the length of their stay and where they will be coming from.
- 5. List the name(s), title and phone number(s) of any other organization that has been contacted to supply additional funding for this event. Failure to disclose this information with your application may result in denial of funding.

- 6. If funding is granted, all receipts for payment must be turned in to the CVB department for payment. If funding is needed pre-event, amount is subject to recapture if event does not meet qualifying standards as set forth, or as determined by the CVB. In-kind contributions of labor and/or materials may be included as part of the CVB funding request.
- 7. Event will be audited; sponsor of the event must make a presentation to the CVB Board within 45 days of the conclusion of the event to be eligible to receive approved funding. Failure to report is breach of agreement and will eliminate event from future funding requests.
- 8. Tournaments will be limited to \$25.00 per event participant, per night of verified hotel/motel rooms rented. Sponsor is responsible to supply CVB with this data to be eligible to receive funding. Other economic measurements may be used in lieu of participants as determined by the CVB Board.
- 9. Maximum amount of money to be prepaid for any event is limited to 30% of total funds approved, with a maximum of \$3,000.00 to be used for advertising.
- 10. Those events that are listed as line items on the CVB Budget are exempt from condition numbers 8 & 9 above.

1. What are you plans for remaining profits if any?	
2. Other Comments:	

"I have read and agree with the requirements pertaining to the receipt of this event funding request form. I understand that any organization receiving fund money will be responsible for adhering to all guidelines set forth by the City of Fort Stockton Convention & Visitor's Bureau and pertaining to State Law. I understand that failure to follow any procedures will result in termination or repayment of funds. I agree all of the information included in this application is true to the best of my knowledge. I have read and agree to provide a synopsis of the event, a final statement of all income and expenses associated with the event as well as verification of room nights within 90 days after conclusion of the event or prior to reimbursement for expenses. I also agree to appear before the Board should they have any questions regarding the event.

I understand that failure to follow procedures as outlined will prohibit event from being funding for a period of three years, unless otherwise determined by the Convention & Visitor Bureau. Should Event be cancelled for reasons beyond the control of organizers, future funding requests will not be affected and repayment of any prepaid monies may be negotiated with the Convention and Visitor's Bureau.

Signature: _			
_	Authorized or Administrative Official	Title	
Date:			

Return to: Convention & Visitor's Bureau Department

Visitor Center P.O. Box 1000

Fort Stockton, TX 79735 Phone: (432)336-2264 Fax: (432)336-6114

Email: cvb@fortstockton.org

For office use only:				
Date Submitted:		Date Received:		
CVB Meeting Date:	Approved:	Amount	Declined:	

Reunion Festival			
Monies Allociated		Proposed_	
Fort Stockton CVB	\$	15,000.00	
<u>Revenue</u>			
Vendors 10 @ 50	\$	500.00	
	\$	15,500.00	
<u>Expenses</u>			
Special Event Pay	\$	2,000.00	
Bands	\$	8,900.00	
R&R Sound	\$	2,000.00	
Rooms	\$	1,500.00	
Hospitality Room	\$	500.00	
Airfair	\$	-	
Portapotties	\$	600.00	
Total Expenses	\$	15,500.00	
Profit/Loss	\$	-	

2022 marks the 5th Anniversary of the Reunion Festival held on the 3<sup>rd</sup> Saturday of July. This festival is targeted towards the many class reunions that are held in Fort Stockton that particular weekend. The Reunion Festival is a free for not just the class reunions, but also to the entire community and surrounding areas. The festival will start later in the evening with live entertainment and multiple food vendors.

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Phone Numbers: Office: Cell: Fax:	
Contact Numbers (if different) Office: Cell: Fax:	
E-mail Address:	
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Estimated Attendance:	_
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Email: cvb@fortstockton.org

For office use only:				
Date Submitted:		Date Received:		
CVB Meeting Date:	Approved:	Amount	Declined:	