



## Festus Tourism Grant Checklist

**To expedite any tourism grant reimbursement, please use this checklist for all submittals for review.**

- Copies of all marketing materials that include Festus Tourism.
- Proof of payment to vendors with a summary report.
- Gate receipts/tickets/admission report (if admission is charged).
- Profit and Loss Statement (if not previously provided).
- Proof of current Liability Insurance (if not previously provided).
- Summary of complete event. Include estimated attendance, local hotel and restaurant usage, and any other highlights that reflect on the support received from Festus Tourism.

**Please note, all the above must be received for tourism reimbursement.**