



HOT Reimbursement Checklist

✓ To Do Before Event

- Complete HOT Funding Application (*due June 3, 2022*)
 - Sign & Date HOT Guidelines (*due with application*)
 - Complete W-9 (*due with application*)
 - Submit budget & flyer for event (*due with application*)
 - Request funding up to one month prior to event with Amanda Lehman
 - Submit ads and/or flyers for the event 30 days prior to event if any changes have occurred since your application submission.
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✓ To Do After Event

- Completed Post Event Report with specific requirements (*due within 30 days of Event*)
- Receipts showing how the funds provided were used (*due with Post Event Report*)
- Completed Hotel Locator Cards or QR Code Surveys completed (*due with Post Event Report*)

Thank you for bringing your event to Vernon! If you have any questions or concerns, we will be happy to assist you.

Thank You!