



HOT Reimbursement Checklist

✓ To Do Before Event

- Complete HOT Funding Application (*due May 28, 2021*)
 - Sign & Date HOT Guidelines (*due with application*)
 - Complete W-9 (*due with application*)
 - Submit budget for event (*due with application*)
 - Request funding up to one month prior to event
 - Submit ads and/or flyers for the event up to 30 days prior to event
-

✓ 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 (*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!