

Phelps County Visitors Committee

Promotion Grant Reimbursement Form



Please return this completed form with your advertising receipts and proof of payment to receive reimbursement. Grants are paid by the Phelps County Board of Commissioners. They approve claims on the second Tuesday of the month, and checks can be expected about a week after that.

Return reimbursement form within 90 days after event to:

Mail: Phelps County Visitors Committee, PO Box 404, Holdrege, NE 68949

Email: info@visit37.com

In person: Holdrege Area Chamber of Commerce, 504 4th Ave., Holdrege

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|--|---------------|
| Today's Date | Date of Event |
| Contact Person | Phone |
| Email | Address |
| Name of Event/Publication | |
| Write a summary of your event/publication, including lessons learned and how you will use those lessons to improve future events. (Attach separate page if necessary). | |
| What promotional material/advertising method did you find most effective? Please attach examples of ads, web analytics and social media reports. | |
| Estimated Event Attendance | |
| Estimated Out-of-County Event Attendance | |

Expenses

PCVC pays half of advertising/promotional costs. Example: You request \$500 in advertising expense, please submit receipts of \$1,000. Grant amount approved \$_____

| List expenses below (attach receipts & additional sheet if necessary) | Amount | 50% |
|---|--------|-----|
| | | |
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| | | |
| | | |
| TOTAL | | |