

2017

**Reimbursement Procedures
Turnkey Event Funding**



MONROE COUNTY TOURIST DEVELOPMENT COUNCIL

An original copy of your FY 2017 Turnkey Contract entered into with the Monroe County Board of County Commission and the Monroe County Tourist Development Council accompanies this instructional packet. Please read this contract and all attached exhibits carefully as they provide the information regarding contracted amount, Scope of Services, deadlines, and logo usage.

*Please contact the TDC Administrative Office immediately if, throughout the term of this contract, you make any changes to the contract, its scope of services, or its attached exhibits. Failure to do so may result in a delay of reimbursement. If you have any questions regarding this section, **please contact the Administrative Office at (305) 296-1552 prior to submitting your reimbursement request.***

A Turnkey Event shall be considered an all-inclusive event where the event contractor has financial responsibility for every facet of the production, promotion and management of the event. Payment under a contract for a Turnkey Event will be made only after completion of the event and proof that the Scope of Services, as described within the contract, has been completed.

To facilitate prompt processing of your payment request, please ensure that your Formal Letter of Request for Payment (see suggested format attached) includes all backup materials identifying each component within your Scope of Services (labeled photos are preferred). Please include all event promotional materials produced.

Prior to payment, the TDC and/or the Monroe County Finance Department may require additional documentation in order to process a reimbursement request.

Reimbursement requests received after the contract deadline date will not be accepted.

Please direct all reimbursement requests to the following address:

Monroe County Tourist Development Council
P.O. Box 866
Key West, FL 33041
OR
1201 White Street, Suite 102
Key West, FL 33040

TDC Logo: All promotional materials must carry the TDC logo. All logo information is included with your contract (refer to exhibit(s) at the back of your agreement).

Color ads must be four (4) color processing printing. **Black and white ads** shall include the generic or district logo in high resolution (refer to your contract for specific logo requirements).

Television: TDC logo must appear at the conclusion of the commercial.

Radio: No logo is required. All radio announcements must state, "Brought to you by the Monroe County Tourist Development Council."

We look forward to working with you in our new Fiscal year. Please do not hesitate to call, (305) 296-1552, with questions or if we in the Administrative Office may be of any assistance.

Organization Letterhead

Date

To: Monroe County Tourist Development Council

From: *President or Board Officer of the Organization listed within the signed Contract*

Re: Request for Payment Letter for *(insert event name and fiscal year funded)*

Please find enclosed proof that I did, in fact, produce *(insert the name of the event and fiscal year)* and complied with the scope of services written in my contract (see below)

- 1) *Insert each scope of service as written in Contract*

I have attached/submitted promotional, marketing and publicity materials. On the grounds that *I/we* have produced *(Insert name of the event)* according to the guidelines of *my/our* contract, I am requesting a check in the amount of *(insert amount of TDC ALLOCATED FUNDS)* to *(insert name of event)* sponsor and contract entity.

SIGNATURE

Name

Title

Event

Address

Phone

Email / web address