

2027

SAMPLE Reimbursement  
Procedures Turnkey Event

Funding



MONROE COUNTY TOURIST DEVELOPMENT COUNCIL

Expiration Date:

Amount Funded:\$ ID:

An original copy of your FY 2025 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 [TDCReimbursement@MonroeCounty-fl.gov](mailto:TDCReimbursement@MonroeCounty-fl.gov) 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 provide the following:**

- Letter stating that you are requesting payment in the amount of your contracted funding allocation of (insert amount) and that your event took place with all scope of services listed in your contract being met. See sample letter attached.
- A labeled picture showing proof of each event/activity listed in your scope of services
- A copy of promotional item showing how your event was advertised for the dates it took place
- One PDF of all contents for reimbursement

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:

[TDCReimbursement@MonroeCounty-fl.gov](mailto:TDCReimbursement@MonroeCounty-fl.gov)

It is the responsibility of the event coordinator to ensure delivery of the reimbursement request prior to the expiration date of the agreement

**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 but a notarized radio script 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 email, [TDCReimbursement@MonroeCounty-fl.gov](mailto:TDCReimbursement@MonroeCounty-fl.gov), with questions or if we in the Administrative Office may be of any assistance.

SAMPLE

## 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. I am requesting a check in the amount of *(insert amount of TDC ALLOCATED FUNDS)* to *(insert name of event)* contracted entity.

- A labeled picture showing proof of each scope of service/event written within your contract (only 1 picture required for each scope/activity)
- A copy of promotional item showing how your event was advertised for the dates it took place

SIGNATURE

Name

Title

Event

Address

Phone

Email / web address