

**Artesia Chamber of Commerce
Department of Tourism & Promotion
Lodgers' Tax Grant Program
EVENT APPLICATION**

Please read the Lodgers' Tax guidelines prior to submitting your application. If granted, ONLY eligible expenses will be paid after proper documentation is received.
A follow up report will be required 60 days after the event.

Name of Organization: _____

Name of Contact Person: _____

Phone: _____ Cell Phone: _____

Email: _____

Mailing Address: _____

City: _____ State _____ Zip _____

Alternate Contact: _____ Phone: _____

Name of Event: _____ Venue: _____

Date of Event: _____ Date Follow-up Report is due (60 days after event): _____

Anticipated number of overnight visitors _____

How many nights? _____

What other community events coincide with your event? _____

PROPOSED BUDGET

Total Event Budget _____

Amount Requested from Lodgers Tax _____

Signature of Event Representative: _____

Date: _____

For Internal Use Only

Motion _____

Second _____

Approved ☐

Denied ☐

Date _____

- A. Brief Event Narrative.
- B. How will this event positively promote and impact Artesia?
- C. How does this event encourage overnight stays in Artesia?
- D. Describe how you plan to use Lodgers Tax funding. Identify media outlets and equipment needs. (At least 2/3 of the LT funding you receive must be for promotional expenses.)
- E. How do you intend to survey participants at your event? (ie registration info, hotel data, crowd survey sampling, etc. A follow-up report will be required 60 days after your event.)
- F. Please include any additional information that may be helpful in consideration of this application. Use additional paper if necessary.