



HOT Reimbursement Checklist

✓ To Do Before Event

- Completed HOT Funding Application (*due four-six months prior to event*)
 - Signed & Dated HOT Guidelines (*due with application*)
 - Completed Conflict of Interest (*due with application*)
 - Completed W-9 (*due with application*)
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✓ To Do After Event

- Completed Post Event Report with specific requirements (*due within 60 days of Event*)
- Receipts showing how the funds provided were used (*due with Post Event Report above*)
- Completed Hotel Locator Cards (*due with Post Event Report above*)

Thank you for bringing your event to Levelland! If you have any questions or concerns, we will be happy to assist you.

Thank You!

