

# FESTUS TOURISM COMMISSION

City of Festus/711 W. Main St., Festus, MO 63028

636-937-4694

## How to be Included on Agenda

Information Sheet  
6/20/2015

Contact the city administrator to be added to the agenda 2 weeks prior to the designated meeting date. Tourism meets yearly in June or July and when requested by the chairperson.

Include a contact name, address, email, and phone number and all supporting information (See below) for the proposed event/program/marketing plan/park improvement and submit 10 days prior to the meeting date so your information can be included in the packet sent to tourism commission members. A representative must attend the meeting and present the request.

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### Submit Materials to:

Happy Welch

City Administrator

711 W. Main St..

Festus, MO 63028

636-937-4694

[hwelch@cityoffestus.org](mailto:hwelch@cityoffestus.org)

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## What Information Should I Include?

Submittals should include but are not limited to the following:

\*Profit/loss statement of the organization or event.

\*Description of your request.

\*Breakdown of

estimated tourism impact; such as overnight stays, potential use of restaurants, etc.

\*Estimated amount of participants, participation or advertising outside of a 5 miles radius.

\*Total Cost of project with breakdown of individual costs.

\*Estimated economic impact using \$150/family per day as baseline amount if overnight stay required.