



EVENT CHANGE NOTIFICATION FORM

*NOTE: Exhibit I of the Municipal Hotel Occupancy Tax Revenues Recipient Contract must be completed and attached.

A. CONTACT INFORMATION

Name of Organization _____

Contact Name/Title _____

Contact Email Address _____

Contact Telephone # _____

B. PREVIOUSLY APPROVED EVENT INFORMATION

Input information from your approved grant application.

Event Title	Performance Dates	Event Location

C. PROPOSED CHANGES TO EVENT INFORMATION

*Input **only** information from your approved grant application that you are proposing to change.*

Event Title	Performance Dates	Event Location

Signature of Applicant

Printed or Typed Name

Printed or Typed Title

Date

EXHIBIT I

MUNICIPAL HOTEL OCCUPANCY TAX REVENUES RECIPIENT CONTRACT ("THE ARTS")

Grantee: _____

Event	Date	Location	Awarded Grant Amount	Event Evaluation Report Due Date	Final Evaluation Report Due Date

The above events are correct as listed. I understand that any changes must be submitted in writing by completing the section below and sending to the City of Killeen Finance Department, with an Event Change Request Form, no later than 45 days prior to the event(s) that have a change. If you have any questions, please contact Finance staff at (254) 501-7730. **Any changes to the original contracted dates above must be reviewed and approved by the Arts Commission prior to your event.**

I understand that failure to submit a change notification or Evaluation Report by the due dates above may result in forfeiture of grant funds.

 Signature Printed Name & Title Date

To: City of Killeen Finance Department

Our event information has changed as listed below.

Note: You MUST also calculate your new Evaluation Report due dates and enter below. Evaluation Reports are due on or before 45 days after completion of your event. For multiple events and year-long events, your Final Evaluation Report must be submitted no later than September 30 of the current grant year or within 45 days after completion of your final event, whichever is later.

Event	Date	Location	Awarded Grant Amount	Event Evaluation Report Due Date	Final Evaluation Report Due Date

I understand that failure to submit a change notification or Evaluation Report by the due dates above may result in forfeiture of grant funds.

 Signature Printed Name & Title Date