FLORIDA SPORTS™ FOUNDATION

Required Documentation

Post-Event Reports

Supporting Documents	Description	Source
Proof of FSF signage and printed material	Photos promoting the Foundation, Florida, and the License Plate program; Must contain references to location and date.	Social media; Ads; Photos
Proof of Payment	2 parts; Invoice denoting goods/services PLUS the completed payment (canceled check, ACH, EFT)	Vendor Invoice; Bank
Verification of Room Nights	Verification supplied by hotel pickup reports, economic impact studies (with actuals); must contain source of report	Hotels; Travel Associations
Proof of Matching Funds	Deposits or letters of intent stating the funds to be received	Benefactors
Verify Participants/ Fans/Media Numbers	Verification regarding the number of out of state individuals who participated or attended the event	Ticket sales; Travel Associations; Surveys
Certificate of Insurance	An insurance document listing the Foundation as an additional insured for all purposes, with minimum liability coverage of $1,000,000 per occurrence	Facility; insurance Carrier; Rights Holder