



123 Downs Drive  
Ruidoso Downs, NM 88346  
575-378-4422

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## SPECIAL EVENT FUNDING REQUEST FOR PAYMENT

Name of Organization Sponsoring Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Dates of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

-----**The Following List Must be Attached**-----

\***Estimated Attendance:** Local \_\_\_\_\_  Out of Town \_\_\_\_\_

\***Actual Attendance:** Local \_\_\_\_\_  Out of Town \_\_\_\_\_

\***Advertisement Samples**

\***Current Year W-9**  (The check will be made payable to the name on the W-9.)

\***Invoices from Advertisement Expenses**

\***Proof of Payment Attached**  (Image of Canceled check, FRONT & BACK)

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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For Office Use Only

Amount Approved for: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

City Clerk/Treasurer \_\_\_\_\_ Date Received: \_\_\_\_\_