

**Office of Lt. Governor/
Department of Culture, Recreation & Tourism
Funding Agreement Checklist**

Agency/Program: Office of Tourism

Recipient: New Orleans Metropolitan Convention and Visitors Bureau

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program
 - Line Item Appropriation
 - Letter of Agreement

- | Yes | No | |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include budget worksheet? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include anticipated uses? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include estimated duration of the project? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include goals, objectives, and measures of performance? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement indicate requirement of written progress report every six (6) months? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does the agreement notify the recipient of Louisiana Audit Law (R.S.24:513)? (See attached schedule) <i>Not Apply</i> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been approved by the appointing authority? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor? |

Signatures:	 _____	<i>7/1/12</i> _____	
	Contract Monitor	Date	
	 _____	<i>7/3/12</i> _____	
	Appointing Authority	Date	



JAY DARDENNE
LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF TOURISM

CHARLES R. DAVIS
DEPUTY SECRETARY

KYLE EDMISTON
ASSISTANT SECRETARY

Date: May 15, 2015

Mr. Stephen Perry, President
New Orleans Metropolitan, CVB
2020 St. Charles Ave.
New Orleans, LA 70130

Dear Mr. Perry:

This document is considered a Letter of Agreement (LOA) between the Louisiana Department of Culture, Recreation and Tourism, Office of Tourism, herein referred to as the "State" or "LOT" and the New Orleans Metropolitan Convention and Visitors Bureau, herein referred to as "NOMCVB", to provide funding to support the hosting of the Society of Government Meeting Professionals' "SGMP", 30th National Education Conference, "Conference" scheduled May 16-18, 2012.

This letter serves three purposes: (1) to establish mutual agreement upon the level of funding that will be provided by the Office of Tourism in support of the Conference; (2) to clarify functional support for specific activities to be held in conjunction with the Conference; and (3) to ensure the leveraging of a return on the State's investment through publicity activities associated, to assist in the achievement of the Louisiana tourism objective of encouraging visitors to enjoy their visits, stay a while, and return to Louisiana in the future.

LOT will provide funding in the amount of Two Thousand Dollars (\$2,000) designated for hospitality involving providing shuttle services to the Mardi Gras World from hotels that are housing attendees. To ensure the leveraging of a return on the State's investment, NOMCVB shall provide the following deliverables for the State: 1) ensure that the official tourism logo "Louisiana Pick Your Passion" is prominently displayed at the Conference in a Gobo format in the sponsorship room at Mardi Gras World; 2) ensure that the lanyard created for the Conference, includes recognition of Louisiana tourism with other sponsors; 3) ensure that the tourism logo is included on the Sponsor flyers that will be distributed to attendees Thursday morning at the general session; and 4) ensure that the official Louisiana Tour Guide is made available through distribution at registration check-in or included in attendee packages.

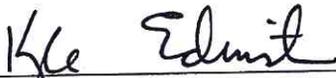
At the conclusion of the Conference, your organization shall submit to the State a summarized report of the event, which shall include the number of attendees, supporting documentation for the expenditure, and an original invoice noting sponsorship support for the event. The invoice

shall not exceed the maximum amount payable. Upon verification of activities in compliance with the requirements of this agreement, LOT shall authorize the release of payment.

NOMCVB is hereby notified that no funds appropriated under Act 12 of the 2011 Regular Legislative Session shall be transferred to a public or quasi-public agency or entity which is not a budget unit of the State unless the Contractor executes a copy of this Agreement and submits to the State for approval a Comprehensive Budget showing all anticipated uses of the appropriation, an estimate of the duration of the project, and a plan showing the specific goals and objectives for the use of such funds, including the measures of performance. The Agency shall submit the Agreement, the Budget, and any other required information to the Legislative Auditor for approval at ebudgets@lla.la.gov.

To indicate your review and approval of the terms of this Letter of Agreement, please sign and return this document to the Louisiana Office of Tourism, Attn: Jack Warner, using the address provided below. Please note that no payments will be authorized for release without a signed agreement by both parties (State and NOMCVB). All revisions to this LOA must be approved in writing by both parties.

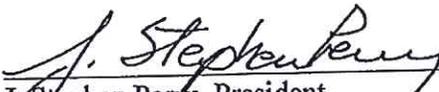
APPROVED:



Kyle Edmiston, Assistant Secretary
DCRT, Office of Tourism

Date 7/3/12

APPROVED:



J. Stephen Perry, President
New Orleans Metropolitan, CVB

Date 6/15/12

BUDGET EXPLANATION

PROJECT:
CITY:
MANAGER(S):

2012 SGMP
New Orleans, LA
Donna R. Karl, CMP

PROJECT CODE:
DATE: May 16-18, 2012
APPROVED BY:

Description/Supplier	Services Provided	Budget	COM/CM/Exp/Inv	Unit/Qty
Welcome Reception - Sunday, January 11, 2009, 6:30-8:30pm				
	\$ budget / \$ actual			\$12,000.00
DMC management services	NOCCI			
Entertainer and backline	Rockin Dopsie: \$5,000 / \$5,000 Royal Productions: \$5,000 / \$1,000	\$10,000.00	\$6,000.00	\$5,800.00
Music	40 piece Marching Band: \$1,700.00 5 pc brass band: \$1,000.00 Jazz Quartet: \$1,500.00 Quartet eqnt: small sound system, pa on sticks, 2 monitor wedges, micro): Scomp		\$3,700.00	
Talent	3 Costumed MG Reverler: \$537.50 (187.50 each) 2 Palm Reader/Tarot Card: \$350 (1 each 187.50) Mardi Gras Queen: \$187.50 Strolling Mardi Gras Queen Table: \$375 2 Big Heads: \$1,000 (\$500 each) Green Screen: (300 photos x \$7 = \$2,345) final photo charged after event Face Painter: \$200.00 2 staff management: \$280.00		\$4,807.50	
Beads	Noocvb: 2100 strands - \$100 LA Chapter: complimentary SGMP Natl office: complimentary	\$0.00	\$124.93	
Décor	50 ft drapery to black out drapery- \$750.00 lounge furniture/pillows: n/c décor lighting/settee for lounge: n/a 2 bars: n/c catering table décor: n/c 35 60" rounds linens: 1,050.00 280 chair covers: 1,120.00 12 30" cabarets linen: \$360.00 90"x156" basic linen black / 23 x \$26=\$598 Table skirting / 18x\$30=\$540 90" basic linens black/3x\$13=\$39 40 chairs: 160.00 Centerpieces: 1,080.00 venetian pedestals Centerpieces: 36 hurrican lanterns \$540.00 29 wrought glass goblets: \$450.00 entrance unit: \$750.00 10 columns outside: n/c 9 x 5 print to cover tent: n/c 2 large fleur de lis: n/c 1 street lamp: n/c tax: 689.40 labor: 1,950.00	\$10,500.00	\$10,299.40	
	plants		\$749.70	
	walkie talkies		\$65.25	
tables, chairs	tables/chairs: MGW provide	\$0.00	\$0.00	
carpet for MGW	Freeman: carpet is comp but labor is \$900	\$0.00	\$900.00	
secondline hankerchiefs	New Orleans Promotions	\$0.00	\$1,733.02	
laneyards and maps	1,000 3" x 6" no tear, 2 sided black print: \$295.00 robe purple lanyards: \$ 514.60	\$0.00	\$809.60	
facility rental	no budget Float Den Walk through: \$2,500 waived Ballroom/Planation Room: \$22,100 waived facility fee pp: \$5 x 1,000 = \$5,000 taxes: \$2,310.93	\$0.00	\$7,205.00	
Beverages Bartenders	Mardi Gras World Beverages: 17 x 1,000 ppl= \$17,000 / \$18,000 plastic cups, straws, cocktail napkins included with beverage price Bartenders: \$900 / 1,600 Runners: \$0.00 / \$400	\$17,900.00	\$20,000.00	
Eco-Friendly plasticware, plates, napkins	For food: 5,000 small plates and bowls - \$1,000.00 5,000 disposable knives, forks, and spoons - \$1,000 1 case of napkins - \$120.00		\$2,120.00	

VIP ementies	6 champagne glass sets \$174 plus shipping 25 glass fleur de lis paper weights: \$0.00	\$0.00	\$200.00	
registratious	dk, fn, nm, jsp, ss, susan robinson	\$0.00	\$0.00	
media registratious	ks, tl, ja	\$0.00	\$0.00	
	misc total	\$0.00	\$200.00	#REF!
Total Expenses		\$126,700.00	\$108,105.73	
Income				
Marriott		\$0.00	\$5,000.00	
LA Department of Tourism	applied to the shuttle transportation	\$0.00	\$2,000.00	
Total Income			\$7,000.00	
NET			\$10,105.73	

does not include:

Each NOCVB's staff time to manage their committee