



COLORADO  
TOURISM OFFICE

#### Room Night Written Verification.

The Meeting & Events Incentive program eligibility requirements include that ***all eligible meetings and events must generate at least 25 paid overnight room nights at a lodging establishment in Colorado***, as defined in 12-47-103, or a hotel, motel, resort, or public inn as defined in section 12-44-101 or a vacation rental.

If attendees stay at more than one lodging property, the property or properties must agree to report the room nights booked for the qualified meeting. Upon completion of the specified meeting, the meeting property must verify in writing the total room pick-up associated with the specified meeting. If a pickup report is unavailable, we will request documentation from the property on business letterhead, signed by the property general manager or another officer with the authority to make such a statement on the business's behalf.

Such documentation must:

- 1) provide the titles and functions of the officer signing the report
- 2) include the statement, "I attest that (Meeting & Event title) resulted in (identify the number of paid room nights) paid room nights at {include property name} between {include day, month, and year}."
- 3) include officer signature and date