Exhibit "B" Radio Advertising Contractor Checklist

Radio Advertising

Radio Advertising placed with media provider located outside of Kittitas County

A.

Name of out of county media provider (Radio advertising)	Cost of radio advertising	x 100% Allowed Reimbursement	Cost of out of county media provider to be included on lodging tax reimbursement request

To be included with this reimbursement request:

1. The invoice from the Radio Station listing the air times
2. The radio script that was read on the on the air by the radio station

Radio Advertising placed with media provider located inside of Kittitas County-INCLUDING BUT NOT LIMITED TO KXLE, KXAA, KCWU

B. **DATE SPECIFIC EVENT ADVERTISED DAY OF THE EVENT AND UP TO 7 DAYS PRIOR**

i.

Name of in county media provider (Radio advertising)	Cost of radio advertising	x 100% Allowed Reimbursement	Cost of media provider to be included on lodging tax reimbursement request

To be included with this reimbursement request:

1. The invoice from the Radio Station listing the air times
2. The radio script that was read on the on the air by the radio station

SEASONAL OR YEAR-ROUND EVENTS OR DATE SPECIFIC EVENTS OUTSIDE OF 7 DAY WINDOW

ii.

Name of in county media provider	Cost for distribution to areas outside of Kittitas County only	x 30% Allowed Reimbursement	Cost of media provider to be included on lodging tax reimbursement request

To be included with this reimbursement request:

YOU MUST CALCULATE THE 30% ALLOWED REIMBURSEMENT

1. The invoice from the Radio Station listing air times
2. The radio script that was read on the on the air by the radio station

If a separate party (for example, the Chamber of Commerce) is ordering the Radio advertising for your event. Included with their invoice to you should be any invoices they paid to the marketing company for any Radio advertising services provided.

THE SEPARATE PARTY MUST BE PAID BEFORE YOU CAN SUBMIT YOUR REIMBURSEMENT REQUEST

ALL PAYMENTS TO LODGING TAX GRANTEES ARE PAID ON A REIMBURSEMENT BASIS ONLY.

ALL INVOICES SUBMITTED TO THE COUNTY FOR REIMBURSEMENT ARE TO HAVE ALREADY BEEN PAID TO THE VENDOR

DO NOT SUMBIT REIMBURSEMENT REQUESTS FOR INVOICES THAT HAVE NOT ALREADY BEEN PAID TO THE VENDOR