

May

- 5/3: FY23 DMO Plan and signed Certificate of Compliance are due in WebGrants
- 5/3 - 5/5: Office of Tourism reviews and readies for TAC review
- 5/6 – 5/16: TAC reviews and submits comments
- 5/17 – 5/18: TAC comments are viewable to the DMOs
- 5/19 – 5/25: DMOs make necessary changes
- 5/26: 1<sup>st</sup> call with TAC Marketing Committee to review and approve DMO plans. Plans not approved during this call will make Committee recommended changes prior to 6/3 Committee call.
- 5/26 – 6/2: DMOs make changes to any plan not approved during call

June

- 6/3: 2<sup>nd</sup> call with TAC Marketing Committee to review and approve any revised DMO plans. *If not approved during this call, the plan will not be approved during the full TAC meeting June 13 – 14.*
- 6/6 – 6/9: Office of Tourism prepares documentation for TAC meeting.
- 6/13 – 6/14: TAC Meeting: DMOs present FY23 Plan summaries and TAC full board approval.
- Letter of Intent sent by TAC Chair to Regions & CVBs

July

- Office of Tourism distributes FY23 annual contract for signature. Contract must be signed by authorized representative prior to August payment. No FY23 funds can be sent until signed contract is returned.
- Updated Certificate of Liability Insurance/Endorsement submitted.
- MTOT uploads approved FY23 DMO plans on to MarketMT.com

