

May

- 5/2: FY24 DMO Plan and signed Certificate of Compliance are due in WebGrants.
- 5/3 - 5/4: Office of Tourism reviews and readies for TAC review.
- 5/4 – 5/15: TAC reviews and submits comments.
- 5/16 – 5/22: TAC comments are viewable to the DMOs. Necessary changes are made.
- 5/23: 1<sup>st</sup> call with TAC Marketing Committee to review and recommend approvals of DMO plans. Plans not recommended for approval during this call will make recommended changes by Committee prior to 5/30 Committee call.
- 5/23 – 5/26: DMOs make changes to any plan not recommended for approval during call.

June

- 5/30: 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 5 – 6.*
- 5/30 – 5/31: Office of Tourism prepares and distributes documentation for TAC meeting.
- 6/5 – 6/6: TAC Meeting: DMOs present FY24 Plan summaries for TAC full board approval.
- Letter of Intent sent by TAC Chair to Regions & CVBs

June -  
July

- Office of Tourism distributes FY24 annual contract for signature. Contract must be signed and returned by authorized representative prior to any FY24 funds being sent.
- Updated Certificate of Liability Insurance/Endorsement must be submitted.
- MTOT uploads approved FY24DMO plans to the [Brand MT](#) website.

