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Mr. Anthony Francisco
Director of Finance
City of Norman
PO Box 370
Norman, OK 73170

RE: Norman Arts Council Hotel Tax Surplus Fund

Dear Mr. Francisco,

On August 18th, the Norman Arts Council's Board voted and approved the organization to request \$2,000 from the arts surplus fund to be transferred to the Norman Arts Council for use by the Oklahoma State Arts Conference Host Committee.

Specifically, these funds will be used for the purpose of attracting artists and arts leaders from across the state to attend the Oklahoma Arts Conference in Norman October 21-23, 2014. As the host community of this conference, we have planned many events that are designed to show off our amazing arts community to our peers. In addition, we hope to encourage as many conference attendees (est. 400) to stay in one of our hotels during their visit to Norman.

In addition to the funds requested, the Host Committee has secured cash and in-kind sponsorships to match this request.

Please let me know if you have any questions or need further information on this project.

Respectfully,

Erinn Gavaghan
Executive Director
Norman Arts Council