

LEE COUNTY TOURIST DEVELOPMENT COUNCIL  
COMMUNITY SPECIAL EVENTS MARKETING PROGRAM

REQUEST FOR EXTENSION OR AMENDMENT

**VCB STAFF MUST RECEIVE THIS FORM NO LATER THAN AUGUST 1**

1. **Extension** – Indicate the length of extension.  
***What are your reasons for requesting an extension?***
2. **Scope of Work** - Attach the Scope of Work as it appears in the event funding application **and** the scope of work as you would like it amended (attach only the section to be amended.)  
***What are your reasons for requesting a Scope of Work Amendment?***
3. **Budget** - Attach a current budget as it appears in the funding application **and** an updated budget as you would like it amended.  
***What are your reasons for requesting a Budget Amendment?***
4. **Change of Venue** – Attach the event description as it appears in the funding application, **and** an event description as you would like it amended.  
***What are your reasons for requesting a Change of Venue?***

\_\_\_\_\_  
Requester's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
VCB's Approval

Date: \_\_\_\_\_