





# Tourism Information Center (TIC) Application

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## Center Information

\* Is the facility open year-round

- ☐ Yes
- ☐ No

### Manned Hours

DAY	START TIME	END TIME	
Sunday	Closed	Closed	▼
Monday	9:00 AM	5:00 PM	▼
Tuesday	9:00 AM	5:00 PM	▼
Wednesday	9:00 AM	5:00 PM	▼
Thursday	9:00 AM	5:00 PM	▼
Friday	9:00 AM	5:00 PM	▼
Saturday	Closed	Closed	▼

### Seasonal Hours Description ⓘ

Tell us the hours of operation for the off-season or any exceptions to the listed hours above:

### Steps

- ✓

Instructions
- ✓

Overview
- Center Information
- Additional Information Step
- Upload Publication List
- Reimbursement Log
- Upload Financial Documents
- Upload Additional Materials
- Application Review

• Previous Year's Visitor Count 

Previous year's TIC visi

Additional Comments 

Additional comments regarding your center's annual visitor count (travel parties, phone calls, etc.)

Cancel

Previous

Next

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## Additional Information Step

Business Narrative

1

Enter a brief description of how the applicant provides information on and promotes Wisconsin tourism assets including cultural or recreational attractions in the region, restaurants, lodging, campgrounds and retail establishments

Tourists Narrative

1

Describe why the center's location attracts tourists seeking travel information

Cancel

Previous

Next

### Steps

- ✓

Instructions
- ✓

Overview
- ✓

Center Information
- Additional Information Step
- Upload Publication List
- Reimbursement Log
- Upload Financial Documents
- Upload Additional Materials
- Application Review



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## Upload Publication List

Please upload a list of publications distributed from outside the local community. The cumulative limit for attachments is 20 MB.

Upload Publication List ⓘ

 Upload Files

Or drop files

Cancel

Previous

Next

### Steps

- ✓ Instructions
- ✓ Overview
- ✓ Center Information
- ✓ Additional Information Step
- **Upload Publication List**
- Reimbursement Log
- Upload Financial Documents
- Upload Additional Materials
- Application Review



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## Reimbursement Log

Enter the payroll dates or purchase date for each item for which you're requesting reimbursement. The range acceptable for reimbursement is the previous six months before the submission deadline. Then, provide the names of the staff/vendor. The description field may be used for such details as "staff waits on customers 30% of the time." In the amount field, enter the total cost of the line item. You will be uploading the appropriate payroll register or paid invoice for each line in the next step.

START DATE	END DATE	VENDOR	DESCRIPTION	AMOUNT
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[New](#)

Total: \$ 0

[Cancel](#)[Previous](#)[Next](#)

## Steps

- ✓ Instructions
- ✓ Overview
- ✓ Center Information
- ✓ Additional Information Step
- ✓ Upload Publication List
- Reimbursement Log
- Upload Financial Documents
- Upload Additional Materials
- Application Review

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## Upload Payroll Register, Invoices and Proof of Payment

*Upload scanned copies of receipts, invoices, cancelled checks or payroll registers for expenses incurred between January 1 and June 30. The cumulative limit for attachments is 20 MB*

Upload Payroll Register, Invoices and Proof of Payment ⓘ

 Upload Files










Or drop files

Cancel

Previous

Next

### Steps

-  Instructions
-  Overview
-  Center Information
-  Additional Information Step
-  Upload Publication List
-  Reimbursement Log
-  Upload Financial Documents
-  Upload Additional Materials
-  Application Review





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We have provided this step for you to upload additional supporting information.

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 Upload Files Or drop files

Cancel

Previous

Next

## Steps

- ✓ Instructions
- ✓ Overview
- ✓ Center Information
- ✓ Additional Information Step
- ✓ Upload Publication List
- ✓ Reimbursement Log
- ✓ Upload Financial Documents
- **Upload Additional Materials**
- Application Review