



DMO Affidavit Processes

1) How does a community identify a DMO?

- a) Consult and/or decide what organization or entity will be designed as the DMO for a specific community.
- b) Evaluate whether the designating entity already has an "Official Action" that can be referenced where the entity has designated themselves and authorizes a signatory.
- c) If an "Official Action" exists - provide a copy to AOT with a completed DMO Affidavit from the authorized signatory to aridgway@tourism.az.gov
- d) If no "Official Action" exists - the designating entity needs to enter into an "Official Action" with itself and reference an authorized signatory within the action. The authorized signatory from the designating entity can then fill out the DMO Affidavit and return all items to aridgway@tourism.az.gov

2) How to fill out the DMO Affidavit

- a) The Designating Entity - If the designating entity (municipality, county, and/or tribe) is the DMO here are the steps to submit a DMO Affidavit.
 - i) Evaluate whether the designating entity already has an "Official Action" that can be referenced where the entity has designated themselves and authorizes a signatory.
 - ii) If an "Official Action" exists - provide a copy to AOT with a completed DMO Affidavit from the authorized signatory to aridgway@tourism.az.gov
 - iii) If no "Official Action" exists - the designating entity needs to enter into an "Official Action" with itself and reference an authorized signatory within the action. The authorized signatory from the designating entity can then fill out the DMO Affidavit and return all items to aridgway@tourism.az.gov
- b) Local Chamber, Non-Profit, Marketing Organization, etc. - If the designating entity is not the DMO, here are the steps to submit an DMO Affidavit.
 - i) Evaluate whether the designating entity already has an "Official Action" that references the designated DMO and authorizes a signatory.
 - ii) If an "Official Action" exists - provide a copy to AOT with a completed DMO Affidavit from the authorized signatory.
 - iii) If no "Official Action" exists - the designating entity needs to complete an "Official Action" (contract, resolution, ordinance or tribal action) and reference the designated DMO and authorize a signatory within the action. The authorized signatory from the designating entity can then fill out the DMO Affidavit and return all items to aridgway@tourism.az.gov



Helpful Tips to Fill Out the DMO Affidavit

- Who signs the DMO Affidavit?
 - The designating entity's (the municipality, county, or tribe) authorized signatory.
Example: City Manager, Mayor, Tourism Manager, Economic Development Manager, etc.
- What is an "Official Action"?
 - An "Official Action" is a resolution, ordinance, contract or tribal action.
- Who creates the "Official Action"?
 - The designating entity (municipality, county or tribe) would initiate the "Official Action".
- What needs to be included in the "Official Action"?
 - Statement of recognition from the designating entity
 - Signatory authority granted to an individual tied to the designating entity