

-
1. Event Name: _____
 2. Event Organizer: _____
 3. Event Date(s): _____
 4. Estimated Attendance: _____ Estimated Out-Of-Town: _____

Please describe the method used to estimate attendance, such as registration forms, Hotel Reservations Report, ticket sales, newspaper article describing crowd, private group, etc. If a private group was utilized to collect data through surveys and other methods, please include their information:

5. List Host Hotel(s) used: _____

Number of Rooms used for your event: _____

Hotel Reservation Report (from hotel) attached: Yes No (if no please explain why)

6. List other hospitality services used during your event such as restaurants, caterers, room rentals, bus and taxi rentals, musicians, etc. :

7. Evaluate the success of your event based upon its impact on tourism and the community:

8. Forms of marketing utilized- please include examples if possible:

9. How were grant dollars used at the event and/or for marketing and promotion?