

ATTACHMENT "A"

**TOURISM EVENT REPORTING FOR PROJECTED AND
ACTUAL EVENT PARTICIPANT NUMBERS**

THIS FORM IS TO BE COMPLETED AND SUBMITTED WITH YOUR INVOICE

- 1. ORGANIZATION: _____
- 2. This Report Covers:
 - Event Name: _____
 - Date: _____
 - Tourism Facility _____
 - Date: _____
- 3. Amount of requested Lodging Tax funds for this event/festival/marketing activity/or municipal facility:
\$ _____

OVERALL ATTENDANCE:

- 4. Projected number of tourists expected to attend the event _____
- 5. Actual number of tourists who attended event or user count for the facility: _____

Briefly describe methodology used to determine this figure

ATTENDEES WHO TRAVELED 50 MILES OR MORE:

- 6. Attendees who traveled 50 miles or more to attend this event _____
- 7. Actual number of attendees who traveled 50 miles or more to attend this event _____

Briefly describe methodology used to determine this figure

ATTENDEES WHO STAYED OVERNIGHT

- 8. Projected Number of Paid Accommodations _____
- 9. Actual Number of Paid Accommodations _____

Briefly describe methodology used to determine this figure

- 10. Projected Number of Unpaid Accommodations _____
- 11. Actual Number of Paid Accommodations _____

Briefly describe methodology used to determine this figure

PAID LODGING NIGHTS

- 12. Projected Number of Paid Lodging Nights _____
- 13. Actual Number of Paid Lodging Nights _____

Briefly describe methodology used to determine this figure

Note: **"Actual Numbers" is a "good faith best-estimate"**