

# Hotel Occupancy Tax

## Post Event Report Form



## Organization Information

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Website: \_\_\_\_\_

Non-profit      Yes      No      Federal Tax I.D. #: \_\_\_\_\_

## **Proposal Information**

Name of project/event: \_\_\_\_\_

Date of project/event: \_\_\_\_\_

Amount of funds authorized? \_\_\_\_\_

Amount of funds eligible for reimbursement? \_\_\_\_\_

How many year/times has this event/project occurred? \_\_\_\_\_

How many years have you received H.O.T. funds? \_\_\_\_\_

Location of event/project? \_\_\_\_\_

Purpose of event/project?

Explain how you arrived at your attendance estimates.

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Write in or attach a timeline of the event/project from planning to completion.

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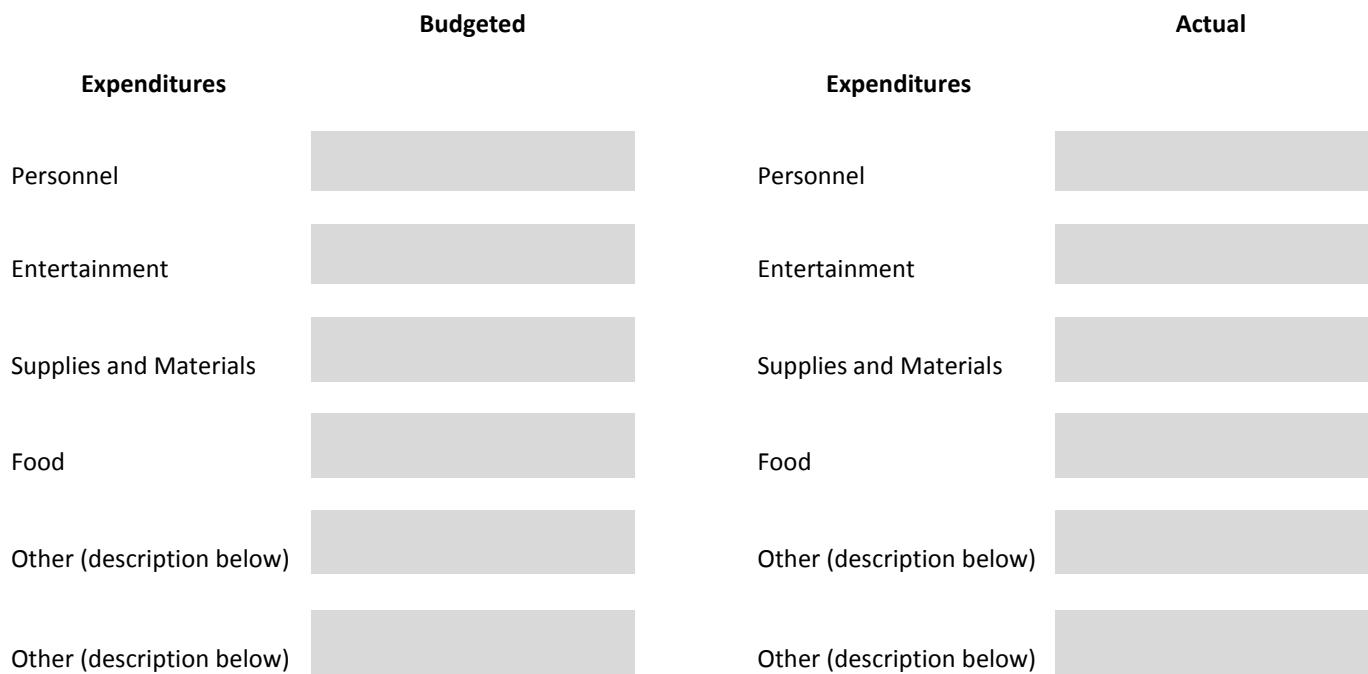
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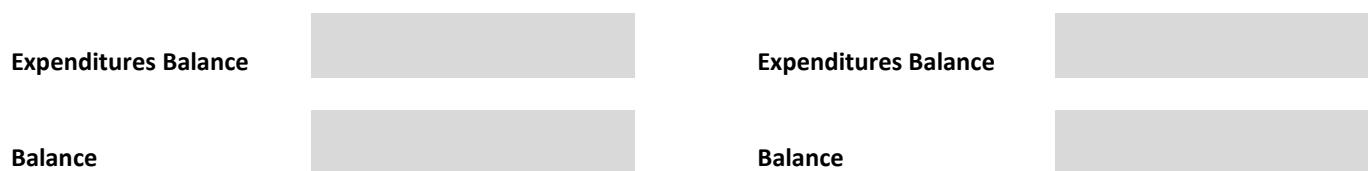
**How were H.O.T. funds utilized?**

**(Provide your budgeted and actual amounts. If not enough space below, attach to back of this document)**

	<b>Budgeted</b>	<b>Actual</b>	
<b>Revenues</b>		<b>Revenues</b>	
Donations		Donations	
Entry Fees		Entry Fees	
Vendor Fees		Vendor Fees	
Other (description below)		Other (description below)	
Other (description below)		Other (description below)	
Description for <i>Other</i> revenues:: _____			
<b>Revenue Balance</b>		<b>Revenue Balance</b>	



Description for *Other* expenditures: \_\_\_\_\_



### **Cost Break Down**

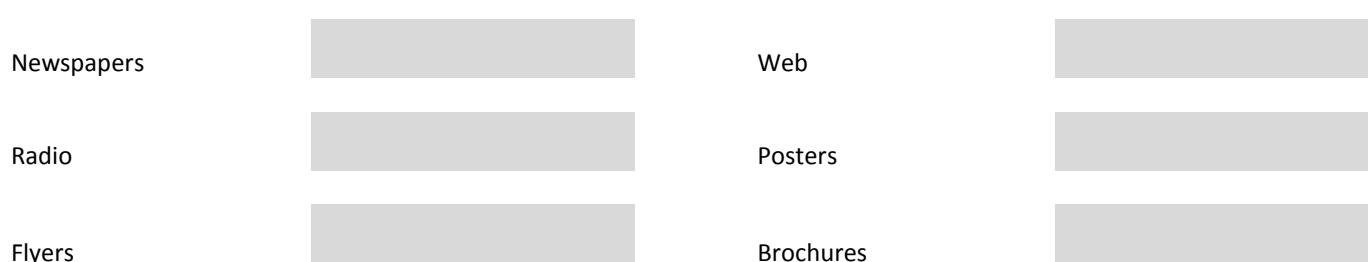
Percent of costs covered by H.O.T. funds? \_\_\_\_\_

Percent of facility costs covered by H.O.T. funds? \_\_\_\_\_

Percent of staff costs covered by H.O.T. funds? \_\_\_\_\_

What portion of H.O.T. funds were spent on marketing, and what was the breakdown of marketing costs for each distribution channel?

### **Marketing Breakdown**



If other methods were used than the ones mentioned above, please describe in the space below.

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**Please attach a sample of each form of printed advertising material to the back of this form that was used to show how your event represented the City of Jacksboro.**

**Answer the following questions if applicable. If not enough space is provided, you may attach additional pages, indicating the specific question you are answering.**

How did this event/project promote tourism in Jacksboro?

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How did this event/project promote or market the convention and hotel industries?

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How did you market outside of the local area for this event?

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How did the event/project use funds to promote Jacksboro?

I certify that the information contained in this report is correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name and Title \_\_\_\_\_