

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?

Estimated number of attendees: Local Visitors _____ Out of Town Visitors _____

Actual number of attendees: Local Visitors _____ Out of Town Visitors _____

Explain how you arrived at your attendance estimates.

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

How were H.O.T. funds utilized?

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

	Budgeted		Actual
Revenues		Revenues	
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:: _____			
Revenue Balance		Revenue Balance	

	Budgeted		Actual
Expenditures		Expenditures	
Personnel		Personnel	
Entertainment		Entertainment	
Supplies and Materials		Supplies and Materials	
Food		Food	
Other (description below)		Other (description below)	
Other (description below)		Other (description below)	
Description for <i>Other</i> expenditures: _____			
Expenditures Balance		Expenditures Balance	
Balance		Balance	

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

Newspapers		Web	
Radio		Posters	
Flyers		Brochures	

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

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?

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

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

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 _____