



Community Event Funding Program

POST EVENT REPORT INSTRUCTIONS

Post-Event Report is due 60 days following your event or June 20th, whichever is earlier.

Event producers are to provide a Post Event Report as identified in Section 4.2 of the event agreement.

INVOICE INSTRUCTIONS

- Three quarters of the approved funding can be provided prior to the event and the final quarter of approved funding will take place once the post event report is submitted and all obligations have been fulfilled.
- Two (2) invoices will be submitted. The first invoice for 75% of funding can be submitted prior to the event. The second invoice for the remaining 25% can be submitted with the post event report.
- If producer is a first-time funded event with the City of Scottsdale, please fill out a W9, which can be found in the Community Event Funding Program Packet.

MAIL OR DELIVERY INSTRUCTIONS

**City of Scottsdale
Tourism and Events Department
Attention: Holli Shannon
HShannon@ScottsdaleAZ.gov
7506 E. Indian School Rd
Scottsdale, AZ 85251
480-312-7177**



Community Event Funding Program

POST-EVENT REPORT

Event Name _____

Date(s) of Event _____

1. Please list the following:

Total Marketing Expense:

Total Event Expense:

Total Event Revenue:

2. List all use(s) of City funds.

A. Marketing, promotion, and/or advertising: Please indicate how any funding was used to advertise the event and to attract event attendees.

B. Overtime for City staff, such as police for parking and traffic control

C. City refuse collection not normally scheduled

D. Direct event production costs

E. Fees for use of public property

3. Actual attendance figures realized at the event. Include supporting documentation.

4. Write a brief narrative for the following:

A. Describe any additional information that might be useful in understanding the event's benefit to Scottsdale and its residents.

B. Describe the event's experience with any City-owned and/or operated facilities utilized with particular attention to problems and opportunities as it relates to the physical facilities and operations.

Signature:

Date: