



Event Venue Fee 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 to the City as identified in Sections 5 of the event agreement.

INVOICE INSTRUCTIONS

An invoice for payment should be submitted to the City at the same time as the Post Event Report. Please submit with the following required documentation attached:

- Include invoicing and records demonstrating payment for facility rental
- Provide a list of contracted Scottsdale hotels and property room night reports, verifying required room nights.
- Submit tear sheets, air-time logs, website content, distribution or viewing logs, and other evidence of media publication or distribution, all in form and content acceptable to City.
- Payment is contingent upon submittal of the appropriate documentation.
- Sales tax is not eligible for reimbursement
- If producer is a first-time funded event with the City of Scottsdale, please submit a W-9 Form.

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**



Event Venue Fee 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:

Provide a narrative description of:

2. Performance under Agreement

3. Benefits to the City of Scottsdale and the public

4. Effects on City Hotels. Please provide a list of contracted Scottsdale hotels and property room night reports, verifying at least 407 or 2034 rooms (WestWorld). Include any documentation from Scottsdale hoteliers confirming the actual number of rooms sold in room blocks set aside for the Event.

5. Positive & Negative Effects on City Services, Facilities and Neighborhoods

6. Total Attendance for the Event; both participants and attendees. Include support documentation.

Signature:

Date: