



Community Event Funding Program Post-Event Report FY 2020/21

The Post-Event Report is due 60 days following your event or May 31, whichever is earlier. Event producers are to provide a Post Event Report as identified in the event agreement.

Invoice Instructions:

Event producers are to provide a final invoice as identified in the event agreement along with the post event report. Please submit with the following required documentation attached:

- Third party invoices of items outlined (Approved Uses A-E) on funding application for use of city funds
- Cancelled check(s) or credit card statements showing payment of above mentioned invoices
- Final payment is contingent upon submittal of the appropriate documentation.
- If this is a first-time funded event with the City of Scottsdale, please include a W9.

Questions, Post-Event Report and Invoice(s) should be submitted to:

City of Scottsdale Tourism & Events Department

Attention: Holli Shannon

hshannon@scottsdaleaz.gov

480-312-7177

COMMUNITY EVENT POST-EVENT REPORT

Post-Event Submit Date:

Event Name:

Event Dates:

Total Event Expense:

Total Event Revenue:

Total Marketing Expense:

Actual attendance:

Attendance tracking method: Include supporting documentation, such as but not limited to, venue records, attendance logs, receipts, and/or survey data.

List all use(s) of city funds for the following:

A. Marketing, promotion, and/or advertising: Please indicate how any funding was used to advertise the event and to attract event attendees. Please include detail of expenditures and proof of payment(s).

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. Please include detail of expenditures and proof of payment(s).

COMMUNITY EVENT POST-EVENT REPORT

E. Fees for use of public property. Please include detail of expenditures and proof of payment(s).

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

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

Did you produce an event program?

YES NO

If YES, (per section 2.6) submit a copy of the full-page advertisement promoting the City of Scottsdale.

Did you offer the City of Scottsdale exhibit space before your event? (per section 2.7)

YES NO

If YES, please include your method of contact (email/phone call) and offer date:

Did your event website have a prominent link to the City of Scottsdale 60 days prior to event? (per section 2.8)

YES NO

If YES, please include the hyperlink to the webpage:

SUBMISSION INFO

I authorize the verification of the information provided on this form.

Signature:

Date:

Name:

*Attachments are permissible if more room is required