



## **Event Venue Fee 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:

- 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.
- If producer is a first-time funded event with the City of Scottsdale, please submit a W-9 Form.

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

City of Scottsdale Tourism & Events Department

Attention: Holli Shannon

[hshannon@scottsdaleaz.gov](mailto:hshannon@scottsdaleaz.gov)

480-312-7177

## EVENT VENUE FEE POST-EVENT REPORT

**Post-Event Submit Date:**

**Event Name:**

**Event Dates:**

**Total Event Expense:**

**Total Event Revenue:**

**Total Marketing Expense:**

**Actual attendance both participants and attendees:**

**Attendance tracking method:**

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

**Total amount paid for the City of Scottsdale facility:**

**Date that facility payment was made:**

**Please provide the following:**

- A. Effects on City Hotels. Provide a list of contracted Scottsdale hotels and property room night reports, verifying at least 430 rooms. Include any documentation from Scottsdale hoteliers confirming the actual number of rooms sold in room blocks set aside for the Event. (attach additional pages if necessary)**

- B. A description of the Performance under Agreement**

## EVENT VENUE FEE POST-EVENT REPORT

**C. Benefits to the City of Scottsdale and the public**

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

**E. Describe any additional information such as survey or economic impact results, etc., that might be useful in understanding the event's impact on Scottsdale and its Tourism Industry. (attach additional pages if necessary)**

**Did you produce an event program?**

**YES      NO**

**If YES, (per section 2.7) submit a copy of the full -page advertisement promoting the City of Scottsdale.**

**Did you offer the City of Scottsdale exhibit space 60 days prior to event? (per section 2.8)**

**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 2.9)**

**YES      NO**

**If YES, please include the hyperlink to the webpage:**

## EVENT VENUE FEE POST-EVENT REPORT

### SUBMISSION INFO

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

**Signature:**

**Date:**

**Name**

\*Attachments are permissible if more room is required