



Matching Event Advertising Funding Program Post-Event Report FY 21/22

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 an invoice as identified in the event agreement along with the post event report (digitally preferred). Please submit with the following required documentation attached:

- Third party invoices of items outlined on funding application as listed on qualifying worksheet Exhibit B of Contract
- Cancelled check(s) or credit card statements showing payment of above mentioned invoices as listed on Exhibit B of Contract
- 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.
- Examples of expenses **NOT** eligible for reimbursement include but are not limited to advertising agency commissions, public relations expenses, “in-kind” expenses, salaries, entertainment, supplies, equipment, postage, sales tax, travel expenses, general operating expenses, and any item not specifically included in the funding request.
- If this is a first-time funded event with the City of Scottsdale, please include a W9.

If your file is large, please contact Holli to send a secure link.

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

City of Scottsdale Tourism & Events Department

Attention: Holli Shannon

hshannon@scottsdaleaz.gov

480-312-7177

MEAF POST-EVENT REPORT

Post-Event Submit Date:

Event Name:

Event Dates:

Total Event Expense:

Total Event Revenue:

Total NON-LOCAL 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.

Please provide the following:

A. A description of the Performance under Agreement

B. Benefits to the City of Scottsdale and the public

MEAF POST-EVENT REPORT

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

D. 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)

E. Effect on City Hotels. Provide number of room nights generated in Scottsdale hotels and a list of contracted Scottsdale hotels. Please include property room night reports and 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)

MEAF POST-EVENT REPORT

F. 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.

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:

SUBMISSION INFO

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

Signature:

Date:

Name

*Attachments are permissible if more room is required