



## **FY 2025/26 Community Event Funding Program Post-Event Report**

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.

### **Instructions:**

Please submit the following **required documentation**:

- Event producers are to provide a final invoice to the City of Scottsdale as identified in the event agreement as well as a W-9 that has been signed within the last year.
- Third party invoices paid by producer of items outlined (Approved Uses A-E) on funding application for use of city funds.
- Canceled check(s) or credit card statements showing payment paid by producer of above-mentioned invoices.
- 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.
- Examples of expenses NOT eligible for reimbursement include but are not limited to advertising agency commissions, public relations expenses, “in-kind” expenses, salaries, postage, sales tax, travel expenses, and any item not specifically included in the funding request.
- Final payment is contingent upon submittal of the appropriate documentation.

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

City of Scottsdale Tourism & Events Department

Attention: Holli Shannon

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

480-312-7177

## COMMUNITY EVENT POST-EVENT REPORT

**Post-Event Submit Date:**

**Event Name:**

**Event Dates:**

**Total Amount Local & Non-Local Marketing Expenses:**

**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. A description of the Performance under Agreement: Please indicate how funding was used for the event and to attract event attendees. Please include detail of expenditures and proof of payment(s).**

**B. Benefits to the City of Scottsdale and the public. Please provide quality of life and local business benefits.**

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

## COMMUNITY EVENT POST-EVENT REPORT

**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.**

**E. 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.**

**F. Effect on City Hotels. Provide number of room nights generated in Scottsdale hotels and a list of contracted Scottsdale hotels.**

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

## COMMUNITY EVENT POST-EVENT REPORT

**H. What could be done to improve the event in the future?**

**Describe any charitable component provided by the event.**

**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 before your 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 (Required):**

**Date:**

**Name:**