



## **FY 2025/26 Event Venue Fee 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 with the following required documentation:

- Event producers are to provide a final invoice, as identified in the event agreement, as well as a W-9 that has been signed within the last year.
- Include invoicing and records demonstrating payment in full for facility rental. Funds will not be disbursed for field(s) that are reserved but not used to capacity, as determined by the Parks and Recreation Department.
- Provide a list of contracted [Scottsdale hotels](#) and property room night reports, verifying required room nights. The report must include hotel **name and address** for verification.
- 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 submitting the appropriate documentation.

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 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 addresses and property room night reports, verifying at least 657 rooms. Include any documentation from Scottsdale hoteliers confirming the actual number of rooms sold in room blocks set aside for the Event.**

- B. A description of the Performance under Agreement. Provide number of teams and out-of-state players.**

## EVENT VENUE FEE POST-EVENT REPORT

**C. Benefits to the City of Scottsdale and the public. Provide quality of life and local business benefits.**

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

**E. Describe any additional information such as survey or economic impact results that might be useful in understanding the event's impact on Scottsdale and its Tourism Industry.**

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

## EVENT VENUE FEE POST-EVENT REPORT

**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 your event website have a prominent link to the City of Scottsdale 60 days prior to the 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**