

ATTACHMENT "A"

**TOURISM EVENT REPORTING FOR PROJECTED AND
ACTUAL EVENT PARTICIPANT NUMBERS**

THIS FORM IS TO BE COMPLETED AND SUBMITTED WITH YOUR 2016 INVOICE

1. ORGANIZATION: _____
2. This Report Covers:
Event Name: _____
Date: _____
Tourism Facility _____
Date: _____
3. Amount of requested Lodging Tax funds for this event/festival/marketing activity/or municipal facility:
\$ _____

OVERALL ATTENDANCE:

4. Projected number of tourists expected to attend the event _____
5. Actual number of tourists who attended event or user count for the facility: _____

Briefly describe methodology used to determine this figure

ATTENDEES WHO TRAVELED 50 MILES OR MORE:

6. Attendees who traveled 50 miles or more to attend this event _____
7. Actual number of attendees who traveled 50 miles or more to attend this event _____

Briefly describe methodology used to determine this figure

ATTENDEES WHO STAYED OVERNIGHT

8. Projected Number of Paid Accommodations _____
9. Actual Number of Paid Accommodations _____

Briefly describe methodology used to determine this figure

10. Projected Number of Unpaid Accommodations _____
11. Actual Number of Paid Accommodations _____

Briefly describe methodology used to determine this figure

PAID LODGING NIGHTS

12. Projected Number of Paid Lodging Nights _____
13. Actual Number of Paid Lodging Nights _____

Briefly describe methodology used to determine this figure

Note: **"Actual Numbers" is a "good faith best-estimate"**