



Post-Event Report Template for City of Wenatchee Lodging Tax and Tourism Promotion Funds

Funds for approved activities are reimbursement-based and will be issued after a project is completed, a post-event report is provided to the Committees and an invoice, with supporting documentation of expenditures, is provided to the City for reimbursement. A grant recipient must submit the above items within 60 days of the event or activity completion.

RECIPIENT INFORMATION

Name of Organization: _____

Contact Person: _____

Phone: _____ E-mail: _____

Dates of Activity: _____

Grant Award Amount: _____

Final Total Project Budget: _____

1. Overall attendance at your proposed event/activity/facility.

2. Number of people who traveled fewer than 50 miles for your event/activity.

3. Number of people who traveled more than 50 miles for your event/activity.

4. Of the people who traveled more than 50 miles, the number of people who traveled from another country or state.

5. Of the people who traveled more than 50 miles, the number of people who stayed overnight in the City of Wenatchee.

6. Of the people staying overnight, the number of people who stayed in PAID accommodations (hotel/motel/bed-breakfast) in the City of Wenatchee.