

POST EVENT REPORT

Due 60 days after event

Name of Event/Project: _____ Date of Event or Project: _____

- 1) Submit a full financial statement including all expenditures, sources of income, net profits, and disbursements of profits. Include specific accountability for the expenditures of Tourism funds received.
- 2) Submit a copy of all advertising and promotional materials used. Include copies of all newspaper, radio, and printed materials (posters, fliers, brochures, press releases, direct mailings, etc.) that were used.
- 3) Number of days the project ran (start to end): _____
- 4) Total number of actual attendees & how they were tracked/ counted: _____
- 5) Actual age groups and age group sizes which participated:

- 6) Actual number of out-of-town guests: _____
- 7) Actual number of hotel/motel rooms occupied _____ Number of Comped Rooms: _____
(Please use host hotels/motels to verify rooms actually used)
- 8) Principle restaurants visited: _____
- 9) Other business/services used to plan the project:

- 10) Other events/activities your organization participated in while in Muskogee:

11) Did you survey your participants? Yes No If Yes, please attach a copy of surveys.

12) How did your participants rate Muskogee?

a) Hotel/Motel	High	5	4	3	2	1	Low
b) Restaurants	High	5	4	3	2	1	Low
c) Available Activities	High	5	4	3	2	1	Low
d) Hospitality	High	5	4	3	2	1	Low

13) Did they provide any open-ended feedback for your event or their visit to Muskogee?

Report submitted by: Name: _____ Email/Telephone: _____

Muskogee Tourism Authority

220 W Okmulgee Ave, 2nd FL Muskogee, OK 74401 | (918) 684-6202 | Director@VisitMuskogee.com