

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: _____