



POST EVENT REPORT

PLEASE SUBMIT THE FOLLOWING:

- Completed Post Event Report
- Invoice for the co-funding/sponsorship you were awarded
- Documentation to support your use of the co-funding/sponsorship funds
- Samples of any advertising/marketing strategies utilized
- 5-6 event photos, or link to your photo gallery

POST EVENT REPORT	
EVENT NAME:	
EVENT DATE:	

EVENT ORGANIZER	
COMPANY NAME:	
CONTACT:	PHONE:
EMAIL ADDRESS:	
WEBSITE:	

PARTICIPANTS	
TOTAL # OF PARTICIPANTS:	# OUTSIDE OF WASHINGTON COUNTY:
TOTAL NUMBER OF FRIENDS/FAMILY TRAVELING TO EVENT:	
AVERAGE LENGTH OF STAY (NUMBER OF NIGHTS):	
PERCENT THAT STAYED IN HOTEL:	
PERCENT THAT STAYED IN VACATION RENTAL:	
PERCENT THAT STAYED WITH FRIENDS/FAMILY:	
WHERE DID MOST OF THE PARTICIPANTS COME FROM? (NORTHERN UTAH, WESTERN US, etc).	

EVENT HIGHLIGHTS
HOW DID PARTICIPANTS RATE THE EVENT?
HOW DID PARTICIPANTS RATE THE DESTINATION?
LIST ANY MEDIA COVERAGE OF THE EVENT:
SUMMARIZE YOUR MARKETING/ADVERTISING STRATEGIES FOR THE EVENT.
WHAT STRATEGIES WORKED BEST?
HOW MUCH INCOME WAS PRODUCED BY THE EVENT?
DO YOU PLAN TO HOLD THE EVENT AGAIN?
WILL YOU REQUEST EVENT FUNDING AGAIN?