



## Matching Event Advertising Funding Program Post-Event Report FY 23/24

The Post-Event Report is due 60 days following your event or May 31, whichever is earlier. Event producers are to provide a Post Event Report as identified in the event agreement.

### Instructions:

Please submit with the following required documentation attached:

- Event producers are to provide an invoice, as identified in the event agreement, as well as a W-9 that has been signed within the last year.
- Third party invoices of items outlined on funding application as listed on qualifying worksheet Exhibit B of Contract
- Cancelled check(s) or credit card statements showing payment of above-mentioned invoices as listed on Exhibit B of Contract
- Submit tear sheets, air-time logs, website content, distribution or viewing logs, and other evidence of media publication or distribution, all in form and content acceptable to City.
- Examples of expenses **NOT** eligible for reimbursement include but are not limited to advertising agency commissions, public relations expenses, “in-kind” expenses, salaries, entertainment, supplies, equipment, postage, sales tax, travel expenses, general operating expenses, and any item not specifically included in the funding request.
- Payment is contingent upon submittal of the appropriate documentation.

If your file is large, please contact Holli to send a secure link.

Questions, Post-Event Report, and Invoice should be submitted to:

City of Scottsdale Tourism & Events Department

Attention: Holli Shannon

[hshannon@scottsdaleaz.gov](mailto:hshannon@scottsdaleaz.gov)

480-312-7177

## MEAF POST-EVENT REPORT

**Post-Event Submit Date:**

**Event Name:**

**Event Dates:**

**Total Event Expense:**

**Total Event Revenue:**

**Total NON-LOCAL Marketing Expense:**

**Actual Attendance:**

**Attendance tracking method:**

Include supporting documentation, such as but not limited to, venue records, attendance logs, receipts, and/or survey data.

**Please provide the following:**

**A. A description of the Performance under Agreement**

**B. Benefits to the City of Scottsdale and the public. Provide quality of life and local business benefits.**

## MEAF POST-EVENT REPORT

**C. Positive & Negative Effects on City Services, Facilities and Neighborhoods**

**D. Describe any additional information such as survey or economic impact results, etc., that might be useful in understanding the event's impact on Scottsdale and its Tourism Industry.**

**E. Effect on City Hotels. Provide number of room nights generated in Scottsdale hotels and a list of contracted Scottsdale hotels. Please include property room night reports and any documentation from Scottsdale hoteliers confirming the actual number of rooms sold in room blocks set aside for the Event.**

## MEAF POST-EVENT REPORT

**F. Describe the event's experience with any City-owned and/or operated facilities utilized with particular attention to problems and opportunities as it relates to the physical facilities and operations.**

**G. What could be done to improve the event in the future?**

**Did you produce an event program?**

**YES NO**

**If YES, (per section 2.7) submit a copy of the full-page advertisement promoting the City of Scottsdale.**

**Did you offer the City of Scottsdale exhibit space 60 days prior to event? (per section 2.8)**

**YES NO**

**If YES, please include your method of contact (email/phone call) and offer date:**

**Did your event website have a prominent link to the City of Scottsdale 60 days prior to event? (per section 2.9)**

**YES NO**

**If YES, please include the hyperlink to the webpage:**

### SUBMISSION INFO

**I authorize the verification of the information provided on this form.**

**Signature:**

**Date:**

**Name**

\*Attachments are permissible if more room is required