



EVENT OR TOURISM FACILITY LODGING TAX EXPENDITURE REPORT WORKSHEET

Festivals, special events and tourism-related facilities owned by Local Jurisdictions or
Non-profit Organizations

All reporting documents are to be submitted no later than 3 weeks after the conclusion of your event.

1. Organization: _____

2. This report covers:
Event Name: _____ Date: _____

Tourism Facility: _____ Dates: _____

3. Total Lodging Tax Funds allocated to this event or facility \$ _____

4. Estimated total event attendance or user count for the facility: _____

(Describe methodology used to determine this figure)

5. Estimated percentage of total attendance for event or facility by (list separately) 1) tourists; 2) people who traveled more than 50 miles; or 3) people who stayed overnight:

1. Tourists _____ %
2. Traveled _____ %
3. Overnight _____ %

(Describe methodology used to determine this figure)

6. Estimated total room nights generated _____
(Describe methodology used to determine this figure)

7. Any other information that demonstrates the impacts of the festival, event or tourism-related facility owned by a non-profit organization or local jurisdiction (please describe):

8. Complete attached *Budget Reporting Form* and submit with this report.

Submitted by: _____

E-mail or phone number: _____

