ATTACHMENT A – POST EVENT REPORT

grove
CONVENTION & TOURISM BUREAU

Sponsorship Post Event Report

Date: _____ Sponsorship Funding Approved: $ _____

Name of Organization/Agency: _____

Name of Event: _____ Date(s) of Event: _____

Overall Evaluation of the Event: _____

_____

Actual Visitor/Participants Spending in Grove:

Actual number of out of town attendees/participants: = _____

Day visitors # of visitors _____ x # of days _____ x $75 = $_____

Overnight visitors # of visitors _____ x # of nights _____ x $100 = $_____

Total Actual Visitor Spending: $_____

Actual Total Number of Hotel Room Nights: # of nights _____ x # of rooms = _____

Post Event Report must be submitted within thirty (30) days following the close of the event.

Return to: **Grove Convention and Tourism Bureau**
104 W. 3rd Street
Grove, OK 74344