



## **POST EVENT REPORT FORM**

Thank you for your interest in promoting tourism and the hotel industry in Buda through the utilization of the City of Buda Hotel Occupancy Tax (HOT) funds. **All entities that are approved for such funds must submit a Post Event/Project Report Form within sixty (60) days of each funded event/project.** A copy of all invoices **must** be attached.

### **ORGANIZATION/BUSINESS INFORMATION**

Today's Date: \_\_\_\_\_ Name of Organization/Business: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

### **EVENT/EXPENDITURE**

Name of Event/Expenditure: \_\_\_\_\_

Date of Event/ Expenditure: \_\_\_\_\_

Primary Location of Event/Expenditure: \_\_\_\_\_

Amount Received from Hotel Occupancy Tax Funds: \$ \_\_\_\_\_

Amount Used from Hotel Occupancy Tax Funds: \$ \_\_\_\_\_

1. What would you estimate was the actual attendance at the event/expenditure? \_\_\_\_\_

2. How many room nights were generated in Buda hotels, motels, or bed and breakfasts by attendees of this event/expenditure? \_\_\_\_\_

3. Was a room block established for this event/expenditure at an area hotel/s? \_\_\_\_ How many rooms were nights were generated directly through the room block? \_\_\_\_

4. Please check all efforts your organization actually used to promote this event/expenditure and how much was actually spent in each category:

Paid Advertising \$ \_\_\_\_\_ Press Releases to Media \$ \_\_\_\_\_

Radio \$ \_\_\_\_\_ Newspaper \$ \_\_\_\_\_

Television \$ \_\_\_\_\_ Direct Mailings \$ \_\_\_\_\_

Distribution of Brochures \$ \_\_\_\_\_ Other (describe) \$ \_\_\_\_\_



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### **REQUIRED ATTACHMENTS**

Along with the post-event report, please submit the following attachments:

- \_\_\_\_\_ Proof of payment for eligible, reimbursable expenses, which includes: a statement showing a zero balance, receipts, copy of cancelled checks, etc.
- \_\_\_\_\_ Documentation showing hotels being listed on registration information and/or website
- \_\_\_\_\_ Proof of contact with hotels regarding event dates and event/expenditure information including emails, call logs, etc.
- \_\_\_\_\_ W9 form for organization or representative to be reimbursed
- \_\_\_\_\_ Other information you feel will support your post-event report

### **Submit Completed Post-event Reports To:**

Department of Tourism 880 Main Street, Buda, TX 78610  
Or [lgonzalez@ci.buda.tx.us](mailto:lgonzalez@ci.buda.tx.us)