



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 (hotels), and if so, did the room block fill? ____ If the room block did not fill, how many rooms were picked up? ____

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) \$ _____

**** Please attach samples of documents showing how various venues in Buda were recognized in your advertising or promotional campaign.**

Submit Completed Application To:

Department of Tourism P.O. Box 1218 880 Main Street, Buda, TX 78610