



TOURISM PROGRAM PROJECT SUMMARY REPORT

Name of Person Completing Report: _____

Date Report Completed: _____

Organization: _____

Activity/Event Name: _____

Start Date: _____ End Date: _____

Funds Requested on Application: _____ Funds Awarded: _____

Total Activity Cost/Budget: _____

Overall Attendance

Predicted on Application: _____ Actual Attendance: _____

Attendance of People Traveling More than 50 Miles

Predicted on Application: _____ Actual: _____

Of the people traveling from more than 50 miles, how many people traveled from out of the state or country?

Predicted on Application: _____ Actual: _____

Number of People who Attended *and* Paid for Overnight Lodging

Predicted on Application: _____ Actual: _____

Number of People who Attended and Stayed Over but *Did Not Pay* for Overnight Lodging

Predicted on Application: _____ Actual: _____

Number of Total Paid Lodging Nights

(Note: One lodging night = one or more persons occupying one room for one night.)

Predicted on Application: _____ Actual: _____



Please explain your method for collecting this information. Include project outcomes and documentation with supports how attendance data was gathered and confirmed.

Preferred methods of documentation include:

- Event registration method in which this information is requested from all attendees
- Ticket sales data which includes zip codes or phone numbers to identify likely participant locations
- Attendee hotel booking confirmations/data
- (Least preferred methods)- Entry questionnaire every ten or so attendees/estimates based on conversations with attendees

If you have questions about your specific method and approach, please email Jackie Lalor at jlalor@redmond.gov.



Description of Project

Evaluate the overall success of the project/event using the tourism criteria in your application packet.

Would you recommend continuation or replication of the project/event?

If yes, what changes would you recommend?