



# Post Event Report Form

## Event Information

Event Name:	Date of Event:	
Address:	City, State, Zip:	
Contact Name:	Phone:	E-mail:

## Attendance

What would you estimate was the actual attendance at the event?
How did you obtain this number?

How many hotel rooms were booked during this event? \_\_\_\_\_ (ex. 16 rooms reserved)  
How many nights were booked? x \_\_\_\_\_ (ex. 3 nights each)  
Total bookings: \_\_\_\_\_ (ex. 48 total bookings)

## Funds

Amount Approved: _____ Used: _____
How were the funds actually used? <b>Receipts are required.</b>

## Promotion

**Advertising the Vernon logo is required. Please attach ads or flyers you used for this event.**

Will your event be held in Vernon next year ( <b>please list future event dates</b> )? If not, where?
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**Please sign below and complete evaluation on reverse side.**

Signature of Event Representative: \_\_\_\_\_ Date: \_\_\_\_\_



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## Evaluation

Please rate your experience in Vernon: <input type="radio"/> Poor <input type="radio"/> <input type="radio"/> Average <input type="radio"/> <input type="radio"/> Excellent
How can we help improve your experience?

Please rate your experience with application and record keeping for funding: <input type="radio"/> Poor <input type="radio"/> <input type="radio"/> Average <input type="radio"/> <input type="radio"/> Excellent
How can we help better your experience?

Please rate your experience with your event's facility. <input type="radio"/> Poor <input type="radio"/> Average <input type="radio"/> Excellent
How can we help better your experience with the facility?

Please rate your experience with Vernon lodging: <input type="radio"/> Poor <input type="radio"/> <input type="radio"/> Average <input type="radio"/> <input type="radio"/> Excellent
How can we help better your experience with Vernon lodging?

Do you know of other events that could be hosted in Vernon?  
\_\_\_\_\_

Other Comments: \_\_\_\_\_

*Please submit to:* Amanda Lehman  
City of Vernon Tourism  
1614 Main Street  
Vernon, TX 76384  
Phone: 940-552-2564 ext. 301  
tourism@vernontx.gov