



## LMD Event Final Report

Event Name: \_\_\_\_\_ Date \_\_\_\_\_

### Event Description:

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1. Briefly describe the outcome of the event.
2. Briefly describe event challenges and how you plan to address them.

3. Provide a copy of your P & L for the event **OR** fill out the following income and expense charts. (Use additional sheets if needed)

Income:

Income Source	Amount
<b>Total Event Income</b>	

Expenditures

Expenditure Source	Budgeted Amount	Actual Amount
<b>Total event expenditures</b>		

4. Estimated attendance % (Using Datify information)

Local \_\_\_\_\_

Out-of-town \_\_\_\_\_

5. Lodging – impact to the community

Number of donated room nights \_\_\_\_\_

Number of paid room nights \_\_\_\_\_

Datify report information on estimated impact on local hotels \_\_\_\_\_

6. What worked well for this event and how are you planning to capitalize on that?

7. How was this event publicized?

By signing this report, I confirm that to the best of my knowledge The LMD funds were spent in accordance with what was approved by the LMD for the grant.

\_\_\_\_\_  
Signature of primary contact

Date: \_\_\_\_\_

Print name \_\_\_\_\_

To access Datify reports, contact MCTA or LMD