

CITY OF CRYSTAL LAKE
HOTEL/MOTEL TAX GRANT - POST EVENT SUMMARY

Please submit a completed Post Event Summary form **within 90 days of the program or event completion** to Stephanie Wrolson, Accounting Manager, by email to Swrolson@crystallake.org or returning the completed form to 100 W. Woodstock St, Crystal Lake, IL 60014. **Copies of receipts for project or event expenditures must be attached in order to be eligible for reimbursement.**

I. General Information

Organization:			
Name of Project/Event:			
Date of event:			
Contact person:		Title:	
Business address:			
City/State/Zip:			
Telephone:		Email Address:	
Estimated attendance:		Estimated hotel stays:	
Method for estimating attendance:			

II. Provide a description of your project or event.

III. Do you collect attendee demographic information? If so, please explain what information is collected.

IV. Provide a general assessment of your project or event. What were the successes of the project or event? Are there any concerns or recommendations for changes for future programs or events?

V. How did the actual outcome of the program or event compare to original expectations? How did the program or event compare to the proposal and concept initially presented to the City?

VI. Did the program or event generate overnight stays? If so, how many do you estimate?

VII. Provide a brief description of expenses being reimbursed for this project or event.

VII. Describe your organization's long-term plans for funding this project or event.