

Fort Madison Hotel/Motel – FOLLOW UP REPORT

EVENTS/OTHER REPORT: *If you need assistance with form(s) or clarification please contact the Tourism office @ 319-372-7700 x 274.*

After an **EVENT**, a report must be given within the next two (2) Tourism Commission meetings following the event's date. A written report must be provided to the Tourism Office three (3) weeks prior to the Commission's meeting date. The report should specifically include how the funds received from the Tourism Commission were spent, with submission of receipts. If funds were raised, the use of these funds must also be addressed.

A representative must be present at the next Tourism Commission meeting for follow-up and questions regarding the report or risk possible rejection of future application(s).

Event/Other Name:	
Event Date(s):	
Amount Awarded:	
# of Attendees:	
# of Hotel Rooms Filled:	
Were other groups involved in the event? Please list.	

If money was used for advertising:

List specific radio, TV, print, or social media Outlets & supply receipt(s):	
Number of persons reached: <ul style="list-style-type: none"> • Print Media (use circulation) • Radio (marketing area) • TV (marketing area) • Social Media (Clicks, etc.) 	

If money was used for something other than advertising:

List specifically what Tourism Commission Funds were spent on & supply receipt(s):	
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If funds was raised by event it must be accounted for in the following manner:

Amount of funds raised:	
If donation to charitable organization, please include the organizations name, address, tax ID # and attach copy of receipt from organization:	<i>If agency hold non-profit status with IRS, please provide their 501(c)(3) tax-exempt status letter issued by the IRS.</i>

If funds are raised at event, it must either be used towards the continuation of this specific event or a charitable contribution. If the amount raised exceeds the dollar amount necessary for the events continuation, the use of the proceeds must be addressed as well. If not included in follow-up report, it may result in denial of further applications.

(Please use back of form or additional pages if necessary)