



Ames[™]
CONVENTION & VISITORS BUREAU
 COMMUNITY GRANT PROGRAM

2019 FINAL REPORT FORM

Please send completed report form
 within 60 days of the event to:
 jeanm@amescvb.com or
 Ames Convention & Visitors Bureau
 1601 Golden Aspen Dr. Suite 110
 Ames, IA 50010

Organization: _____

Contact Name/Title: _____

Event/Activity Name: _____

Event/Activity Date(s): _____ to _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Web site: _____

EVENT/ACTIVITY SUMMARY

Please provide a summary of the event/activity, identifying areas of success and those needing improvement:

FORM IS DUE WITHIN 60 DAYS OF THE EVENT

EVENT/ACTIVITY SUMMARY *(continued)*

Actual Attendance: _____

Facility(s) Used: _____

Satisfaction with facility and service: *(unsatisfied)* 1 2 3 4 5 *(very satisfied)*

Hotel(s)/Motel(s) Used: _____

Number of lodging nights rented: _____ (# of rooms multiplied by # of nights)

Satisfaction with facility and service: *(unsatisfied)* 1 2 3 4 5 *(very satisfied)*

Comments:

Did the Ames Convention & Visitors Bureau (Bureau) provide any additional services/resources for the event/activity? No Yes

What services/resources?

Satisfaction with the Bureau's services: *(unsatisfied)* 1 2 3 4 5 *(very satisfied)*

How could the Bureau improve these services?

What additional services may be helpful in planning this project in the future?

Will the event/activity return to Ames in the future? No Yes

When? _____ to _____

Comments:

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FINAL EVENT/ACTIVITY BUDGET INFORMATION

Please provide the following budget information, along with copies of all receipts for expenditures.

In the spaces below, please provide your complete event/activity budget:

Vendor	Item	Cost
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
		Total:

*Copies of original receipts are required and must be included to receive reimbursements.

Thank you for participating in the 2019 Ames Convention & Visitors Bureau Community Grant Program. We have enjoyed working with you and your organization!

Signature

Date

Print Name

Organization

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