



2022 FINAL REPORT FORM

PLEASE SEND COMPLETED REPORT WITHIN
 60 DAYS OF EVENT TO:
 jeanm@amescvb.com
 Ames Convention & Visitors Bureau
 1601 Golden Aspen Drive; Suite 110
 Ames, IA 50010

Organization: _____

Contact Name & Title : _____

Name of Event: _____

Date of Event: _____

Check Made Payable to: _____

Tax ID#: _____ Please complete the attached W-9 form on page 4

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Website: _____

EVENT SUMMARY

Provide a summary of the event, identifying areas of success and those needing improvement.

EVENT SUMMARY *(continued)*

Actual attendance:

Facility(ies) used:

	<i>(unsatisfied)</i>				<i>(satisfied)</i>
Satisfaction with facility(ies) and service	1	2	3	4	5

Hotel(s) used:

Number of lodging nights rented: *(# of rooms x # of nights)*

	<i>(unsatisfied)</i>				<i>(satisfied)</i>
Satisfaction with hotel(s) and service	1	2	3	4	5

Comments:

Did the Ames Convention & Visitors Bureau (ACVB) provide any additional services or resources for this event? NO YES

If so, what was provided?

	<i>(unsatisfied)</i>				<i>(satisfied)</i>
Satisfaction with ACVB services	1	2	3	4	5

How could the ACVB improve these services?

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

Will this event return to Ames in the future? NO YES

If yes, when?

Comments:

FINAL EVENT BUDGET INFORMATION

Please provide the following budget information for the items you were specifically awarded funding for, as listed on your application. Please provide copies of all receipts for those expenditures by attaching receipts to this form or within the email/mail submission.

<i>Source</i>	<i>Amount</i>
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
11.	\$
12.	\$
13.	\$
14.	\$
15.	\$
TOTAL:	\$

THANK YOU!

Thank you for participating in the 2020-2021 Ames Convention & Visitors Bureau Community Grant Program. We have enjoyed working with you and your organization!

Signature

Date

Printed name

Organization

