

**CITY OF FORKS
Lodging Tax Recipient**

Joint Legislative Audit & Review Committee Activity Report

To be filled out *after* event/activity. Due no later than 5:00 p.m., January 29, 2025.

Activity Name: _____

Organization: _____

Activity Type: _____

Start Date: _____ End Date: _____

Funds Requested: \$ _____ Funds Awarded: \$ _____

Total Cost of Activity: \$ _____

	Projected*	Actual	Methodology**	Explain Other
Overall Attendance				
Attendees who traveled 50 miles or more to attend				
Of those, attendees who traveled from another state or country				
Attendees who stayed overnight:				
In paid accommodations				
In unpaid accommodations				
Paid Lodging Nights				

*Projected should match amounts submitted in original application

Activity Type

1. Event/Festival: Short-term activity occurring between specific dates (e.g. 4th of July Celebration, local marathon)
2. Facility: Municipally owned facility that operates some or all of the year (e.g. county historical museum, convention center)
3. Marketing: Activity that provides information to encourage visitors to an area; is typically a year-round activity but may also operate for less than a full year

****Select the methodology used to estimate the actual number of visitors/participants**

1. **Direct Count:** Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.
2. **Indirect Count:** Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
3. **Representative Survey:** Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
4. **Informal Survey:** Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
5. **Structured Estimate:** Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).
6. **Other:** Please describe.