



Post-Event Report Form for City of Nassau Bay FY2027 HOT Funded Events/ Programs

If you received HOT funding for your event/program from the City of Nassau Bay, you must complete and submit this form. Failure to do so may negatively impact future funding requests. Please type or print clearly. If not enough space is provided please attach additional pages.

Organization/ Group Information

Organization/Group Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Contact Phone Number: _____

Contact Email: _____

Name of Event/Program: _____

Date of Event/Program: _____

Amount Received from City of Nassau Bay HOT Funding: _____

Amount Received from All Organizations, Grants, etc. Including Government Entities: _____

Post-Event/ Program Information

of Attendees: _____

Describe the success and/or problems with this year's event. Was attendance up or down compared to previous years?

Funding Request

Total Event/Program Budget: \$ _____

Total Amount Requested from City of Nassau Bay: \$ _____

_____ % Percentage of Total Cost to be Covered by the Requested HOT Funds

How were the funds used? _____

Advertising & Promotional Activities

Please describe advertising and promotional efforts. (List specific publications, website, direct mailing numbers, etc.)

Please list media coverage if any for your event/ program.

What geographic area did your advertising and promotion reach?

Promotions & Tourism Benefits

List the approximate number of hotel rooms and nights attendees stayed in Nassau Bay hotels.

Hotel	Rooms Occupied	Nights Stayed

Did you reserve a room block for this Event/Program? If so, for how many rooms and at which hotels?

Did attendees take advantage of the room blocks? If so, did they occupy the entire block? If not, describe why not.

Supplemental Information & Documentation

Please attach the following to this formt:

- How did event/program promote tourism and hotels in Nassau Bay.
- Advertising Samples: Graphics, Ads, Website, TV spots, etc.
- Final Budget for the Event/Program.

Please sign below acknowledging that the information provided in this application is true and correct.

Authorized Signature

Date

Print Name

Title & Organization

Hotel Occupancy Tax Funds, if awarded, are to be used solely for this event or program, in accordance with the Texas Tax Code, Chapter 351.

Please submit this form in-person or via email.

In Person: City of Nassau Bay City Hall (1800 Space Park Drive, Suite 200, Nassau Bay, TX 77058)

Email: maria.rodriguez@nassaubay.com