



## PROJECT COMPLETION AND EXPENDITURE REPORT

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The TBID requires an event/project completion report within thirty (45) days of your project end. The report is to include a written narrative of the project's success, including attendance reports, average number of nights stayed, and other pertinent information of the spending done with TBID dollars. Please break down your expenses and specify. If applicable, photography to share with TBID. Attach additional pages as needed.

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Event Date(s): \_\_\_\_\_

Completion Report Submission Date: \_\_\_\_\_

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- Did your event/project meet its goals and objectives? Explain.

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- Do you feel your event was a success?

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- How many people do you estimate attended your event? Was this more/less than what you expected?

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- Where did event attendees come from?

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- How did your event impact area businesses (lodging, restaurants, shops)? Please take the time to ask owners/managers of these locations, include business names.

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- How did you advertise your event? Please share copies of newspaper articles, flyers, copy of social media, emails etc.

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Did your event meet the requirements for TBID funding? If not, please explain why.

- Photography/Videography submitted with completion report.

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- Advertising included TBID lodging information (attach applicable advertising).

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- Generated overnight visitors for the Red Lodge area.

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- Funds were used as specified on your application.

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**Thank you for bringing your event to Red Lodge!**

**The whole town can benefit from the time and energy put into creating these events.**