

# The City of Eloy

Community Event Grant Program  
Year 2020-21



The Post – Event Report is due 30 days following your event or May 31<sup>st</sup>, whichever is earlier. Event producer/applicants are to provide a Post Event Report as identified in the Community Event Grant Program Details and Application.

## Invoice Instructions:

Event producers/applicants are to provide a final invoice (as identified in the community event grant program details and application) along with the post event report. Please submit with the following required documentation attached:

- Third party invoices of items outlined (Approved Use of Funds) on funding application for use of city funds
- Cancelled check(s) or credit card statements showing payment of above mentioned invoices

Questions, Post-Event Report and Invoices should be submitted to:

City of Eloy, Administration

Attention: Jillian M. Childress

Email: [jchildress@eloyaz.gov](mailto:jchildress@eloyaz.gov)

595 North C St. Ste. 104, Eloy, AZ 85131

Phone: 520-466-9201

Community Event Post – Event Report

Post-Event Submit Date \_\_\_\_\_

Event Name \_\_\_\_\_ Event Date(s) \_\_\_\_\_

Total Event Expense \_\_\_\_\_

Total Event Revenue \_\_\_\_\_

Total Marketing Expense \_\_\_\_\_

Attendance Tracking Method (include supporting documentation, such as but not limited to, venue records, attendance logs, receipts, and/or survey data)

List all use(s) of city funds for the following:

Event Marketing, promotion or advertising: Please indicate how any funding was used to advertise the event and to attract event attendees. Please include detail of expenditures and proof of payment(s)

Direct event production costs

Contracted entertainment

Catering (not including alcohol and from an approved list of vendors)

Space rental

City of Eloy In Kind Services (staff for traffic control and refuse)

Describe the event's experience with any City-owned and/or operated facilities utilized with attention to problems and opportunities as it relates to the physical facilities and operations.

Describe any additional information that might be useful in understanding the event's benefit to Eloy and its residents.

Was there an event program? Yes  No

If yes, submit a copy of the page showing advertisement promoting the City of Eloy.

Did your event website have a prominent link to the City of Eloy 30 days prior to event?

Yes  No

If yes, please include the hyperlink to the webpage.