



Lodging Tax Final Report Form

WHO SHOULD FILL OUT THIS FORM?

Sponsors or operators of special events, festivals, or tourism promotion agencies that use lodging tax funds for part or their entire budget during the past year, or operators of tourism-related facilities that are 501(c)3 or 501(c)6 non-profit organizations. Use a separate form for each event or facility.

WHAT IS THIS INFORMATION USED FOR:

Each jurisdiction in Washington that provides lodging tax funds for local events, festivals, tourism promotion agencies, or non-profit operations of tourism-related facilities is required to report how these funds are used and list the economic benefits to the Legislature. Each jurisdiction is responsible for collecting information and reporting on the total lodging tax revenue. The jurisdiction staff prepares the remainder of the report from the information collected from each recipient of these funds.

INSTRUCTIONS FOR FILLING OUT THIS FORM:

If you received lodging tax funds to support an event, festival, marketing, tourism promotion agencies, or tourism facility, you must complete the attached form to be eligible for future lodging tax funds. Failure to comply with this requirement will eliminate your organization from future funding opportunities. The report will be considered incomplete if information is not provided for each item. The Joint Legislative Audit and Review Committee states: although the law uses the term "actual" attendance, in instances where obtaining an actual attendance count by attendee category is impractical, a good faith best estimate will suffice.

Special Event or Festival: This report must be completed within 30 days immediately following the completion of the special event or festival (or within 30 days at the end of the calendar year - whichever occurs first). Use a separate form for each special event or festival.

Marketing/Tourism Promotion Agencies: This report must be completed and returned to the City no later than 30 days at the end of the calendar year in which the organization advertised and promoted the City of Tumwater, providing information that covers the entire year.

Facility: This report must be completed and returned to the City no later than 30 days at the end of the calendar year in which the facility operated, providing information that covers the entire year. Facility encompasses activities related to facility acquisition, upkeep, and renovation.

Send the completed form by U.S. Mail to The Executive Department, City of Tumwater, 555 Israel Road SW, Tumwater, WA 98501; or via [email](#).

Tumwater City Hall
555 Israel Road SW
Tumwater WA 98501

www.ci.tumwater.wa.us



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Organization's Name: _____

Submitted By: _____ Date: _____

Email Address: _____ Phone: _____

This Report Covers:

Activity Name: _____

Activity Type: Special Event/Festival Marketing/Tourism Facility Promotion Agency

Activity Start Date: _____ Activity End Date: _____

Total Activity Cost: _____

Total amount of Tumwater lodging tax funds requested: _____

Total amount of Tumwater lodging tax funds expended: _____

Total amount of lodging tax funds expended from all jurisdictions: _____

DEFINITIONS OF METHODOLOGY FOR QUESTIONS

This methodology is defined by the Joint Legislative Audit and Review Committee and is used for reporting to the Legislature about the use of lodging tax for each jurisdiction.

- **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.
- **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.
- **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.

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- **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.
- **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 (three (3) sq. ft.).
- **Other:** (please describe) _____

Overall Attendance: Enter the total number of people predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who attended this activity; and the method used to determine attendance.

Predicted: _____ Actual (Estimated): _____

Methodology (definitions provided above): _____

Explain Tracking Method: _____

50+ Miles – Attendance: Enter the total number of people who travelled greater than 50 miles predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people who travelled more than 50 miles to attend this activity; and the method used to determine attendance.

Predicted: _____ Actual (Estimated): _____

Methodology (definitions provided above): _____

Explain Tracking Method: _____

Out Of State / Country – Attendance: Enter the total number of people from outside the state and country predicted to attend this activity (this number would have been submitted on your application for funds); the actual number of people from outside the state and country who attended this activity; and the method used to determine attendance.

Predicted: _____ Actual (Estimated): _____

Methodology (definitions provided above): _____

Explain Tracking Method: _____

Paid For Overnight Lodging – Attendance: Enter the total number of people predicted to pay for overnight lodging in Tumwater to attend this activity (this number would have been submitted on your application for funds); the actual number of people who paid for overnight

lodging and attended this activity; and the method used to determine attendance.

Predicted: _____ Actual (Estimated): _____

Methodology (definitions provided above): _____

Explain Tracking Method: _____

Did Not Pay For Overnight Lodging – Attendance: Enter the total number of people predicted to attend this event without paying for overnight lodging in Tumwater (you would have submitted this number on your application for funds); the actual number of people who attended without paying for overnight lodging; and the method used to determine attendance.

Predicted: _____ Actual (Estimated): _____

Methodology (definitions provided above): _____

Explain Tracking Method: _____

Paid Lodging Nights: Enter total predicted lodging nights in Tumwater (this number would have been submitted on your application for funds); and actual number of paid lodging nights. (One lodging night = one or more persons occupying one room for one night); and the method used to determine attendance.

Predicted: _____ Actual (Estimated): _____

Methodology (definitions provided above): _____

Explain Tracking Method: _____

Please describe any other information that demonstrates the impact of increased tourism attributable to the Special Event, Festival, or Tourism-Related Facility.

TUMWATER SPECIFIC QUESTIONS:

Did you experience a higher number of tourists this year? If not, what do you think was a contributing factor?

Did you complete all the items on your Scope of Work consistent with your application submitted to the Lodging Tax Advisory Committee? If not, which items do you still need to complete? Do you plan on completing those items with your own resources? If so, when?

Do you plan to do anything differently next year to expand your event, increase tourism to Tumwater, or increase visitors to your facility?