



#### IV. Project Information

Project Dates: \_\_\_\_\_ to \_\_\_\_\_ Total Attendance: \_\_\_\_\_  
                   Mo Day Yr                   Mo Day Yr

In the following spaces provide the actual **number** of individuals who participated in the project:

1. Number of artists who received a fee \_\_\_\_\_
2. Number of artists who volunteered their time or work \_\_\_\_\_
3. Non-Artist Volunteers \_\_\_\_\_
4. Full-time personnel \_\_\_\_\_
5. Part-time personnel \_\_\_\_\_

Describe any formal methods of evaluation that your organization may have conducted for this project:

Of the total attendance listed above, how many tourists came to your project?

1. Estimated number of State tourists \_\_\_\_\_  
     (Texans traveling at least 50 miles from home)
2. Estimated number of National tourists \_\_\_\_\_
3. Estimated number of International tourists \_\_\_\_\_

Describe the method(s) used to track these tourists:

How many hotel/motel room nights were generated by your project? \_\_\_\_\_

Describe the method(s) used to track these room nights:

Did you submit direct evidence of hotel/motel room tracking to Visit Lubbock?  Yes  No  
 If yes, please include a copy of the report submitted to Visit Lubbock with your ERF.

Did you post your project on the Visit Lubbock online Calendar of Events?

Yes  No

If yes, please attach a print-out of the calendar posting of your project to your ERF

Did you block hotel/motel rooms for your project? If  Yes  No  
 yes, which hotels were utilized for the room block?

Please describe the marketing efforts your organization used to attract tourists to this project:

Other Comments:

**Required Attachments: (Please mark that these attachments are included with your ERF)**

- Project Financial Information – Part 2 Form & Detailed Breakdown Form
- Copy of Thank-you Letter sent to City of Lubbock Officials (Mayor/City Council)
- Copies of Invoices/Receipts **AND** canceled checks to support the expenditures using the Cultural Arts Grant Funds
- Copy of the event listing from the online Visit Lubbock Calendar of Events
- Copies of other promotional materials, advertising, and & event listings from tourism websites, etc.
- Copies of programs, advertising, flyers, posters, etc. that show the acknowledgement of the Cultural Arts Grant funds

Submitted by \_\_\_\_\_ Date \_\_\_\_\_