**Create Lodging Tax Expenditure Report for Newport**

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**Activity Information**

Year



Organization\* Type the name of the organization which requested and used lodging tax funds.



Activity Name\* Enter the name of the activity funded by lodging tax revenue.

Activity Type\* Select the type of activity funded by lodging tax funds from the dropdown menu. (Or check a box)

“Event/Festival” encompasses specific activities such as fairs, festivals, celebrations, etc.

“Marketing” encompasses activities which advertise the municipality or town (if lodging tax funds were used to advertise for a specific event/festival, this expenditure falls under the “Event/Festival” category.

“Facility” encompasses activities related to facility acquisition, upkeep, renovation, etc.



Start Date\*

End Date\*

Funds Requested Enter the amount of lodging tax funds requested by the organization.

Funds Awarded Enter the amount of lodging tax funds ultimately awarded to the organization.

Total Activity Cost Enter the total cost of the activity.

Notes: Enter additional notes about this expenditure, if any.

**Overall Attendance Enter the total number of people predicted to attend this activity, the actual number of people who attended this activity, and select the method used to determine the attendance.**

Predicted 

Actual 

Method         

Please Explain:

**Attendance, 50+ Miles Enter the number of people who travelled greater than 50 miles predicted to attend this activity, the actual number of people who travelled greater than 50 miles to attend this activity, and select the method used to determine the attendance.**

Predicted 

Actual 

Method     

Please Explain:

**Attendance, Out of State, Out of Country Enter the number of people from outside the state and country predicted to attend this activity, the actual number of people from outside the state and country who attended this activity, and select the method used to determine the attendance.**

Predicted 

Actual 

Method         

Please Explain:

**Attendance, Paid for Overnight Lodging Enter the number of predicted to attend this activity and pay for overnight lodging, the actual number of people who attended this activity and paid for overnight lodging, and select the method used to determine the attendance.**

Predicted 

Actual 

Method      

Please Explain:

**Attendance, Did Not Pay for Overnight Lodging Enter the number of predicted to attend this activity without paying for overnight lodging, the actual number of people who attended this activity without paying for overnight lodging, and select the method used to determine the attendance.**

Predicted 

Actual 

Method         

Please Explain:

**Paid Lodging Nights Total projected and estimated actual number of paid lodging nights. One lodging night = one or more persons occupying one room for one night.**

Predicted 

Actual 

Method        

Please Explain:

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