



LODGING TAX ATTENDANCE REPORT

Organization:

Start Date:

Activity Name:

End Date:

	Predicted	Actual (Estimated)	Method*
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.			
Attendance, 50+miles: Enter the number of people who traveled greater than 50 miles predicted to attend this activity, the actual number of people who traveled greater than 50 miles to attend this activity, and select the method used to determine the attendance.			
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.			
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.			
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.			
Paid lodging nights: Total projected and estimated actual number of paid lodging nights. One lodging night = one or more persons occupying once room for one night.			

***Method:** Used either direct or indirect (For example, some entities may ask for zip codes on ticket sales, put up a map at your event for visitors to pinpoint their home, or would your event be able to be tracked by a partner hotel who offers a special rate?)