



## MAKE IT HAPPEN Evaluation Form

**SUBMIT FORM TO:**  
Ruston Lincoln CVB  
Attn: Travis Napper  
2111 North Trenton Street  
Ruston, LA 71270

An evaluation is required for events receiving funding from Experience Ruston. The full amount of funding will be dispersed following the receipt and review of this form by Travis Napper, CVB President/CEO.

Date:

Contact person:

Address:

City/State/Zip Code:

Phone:

Email address:

Event name:

Event date:

### PLEASE ANSWER THE FOLLOWING QUESTIONS

No. of attendees per day:

Percentage of out-of-town attendees:

If attendance was significantly difference from projected, please explain why:

Number of hotel rooms used per night:

Next year's plan:

What steps have you taken to grow the event to become self-sufficient:

### ATTACHMENTS & ADDITIONAL INFORMATION. Please include/attach the following:

Actual budget for the event

Event photos

Documentation/ads showing how the Experience Ruston CVB was recognized in promotional campaigns