



## Post-Event Evaluation

*Thank you for hosting your event in the Entertainment Capital of the World!*

Now that your event has concluded, please fill out the below evaluation by the due date set forth in your agreement.

Evaluations should be emailed to [amber@lasvegasevents.com](mailto:amber@lasvegasevents.com) and the name of your event included in the subject line.

Please allow up to 48 business hours to receive a confirmation email. If you have any questions, please contact us at (702) 260-8605 or via email at [amber@lasvegasevents.com](mailto:amber@lasvegasevents.com).

*We look forward to working with you again in the future!*

Name of Event:

Event Date(s):

Were the dates appropriate for this event (i.e. weather, availability of rooms, etc.)?

What venues were used to hold the event?

Were you satisfied with the venues?

### Event Attendance

Total Tickets Collected\*:

(If event is over multiple days, provide tickets collected per event day.)

Total Out-Of-Town Staff:

(Crew, sponsors, participants, performers, etc.)

Total Out-Of-Town Media:

### Event Marketing

What were your primary means for marketing your event?

What specific efforts were used to draw out-of-town visitors?

What were your target markets?

### Event Analysis

How were the overall operations of the event?

What spin-off events took place and how successful were they?

Provide your analysis of the event, including strengths, weaknesses & improvements for the future.

What was your schedule of events?

### Ticket Sales

Was this a ticketed event? If yes, what were the ticket prices?

What was the average ticket price?

What was the total capacity for the event?

### Sponsors & Partners

Who were the additional sponsors and how did they benefit from your event?

Did you partner with any host hotels? If so, who?

Who were your media partners? If the event was televised, please include dates & times.

### Financials

How were the sponsorship dollars used?

**Please attach a copy of the financial report comparing actual expenses to the approved event budget.**

### Contact Info

Name of Company:

First & Last Name:

Title:

Email Address:

Phone #: