



Pre-Event Questionnaire

To be completed by Event Organizer – Please complete all rows and sign at the bottom.

Organization Planning/Hosting Event	
Event Name	
Event Dates	
Person Completing the form Name / Email / Phone	

TEAM EVENT DATA

Estimated Number of Teams Participating	
Number of Participants Per Team	
Are participants Youth (<20) or Adult?	
Number of people on average sharing a room	
Estimated number of spectators per participant	
Estimated number of Teams traveling in from greater than 100 miles away (domestic)	
Average number of nights teams stay over	
Estimated number of teams traveling in internationally	
Estimated number of nights international teams stay over	

INDIVIDUAL PARTICIPANT EVENT DATA

(Not needed if team event column is completed)

Estimated Number of Participants	
Are participants Youth (<20) or Adult?	
Number of people on average sharing a room	
Estimated number of spectators per participant	
Estimated number of participants traveling in from greater than 100 miles away (domestic)	
Average number of nights participants stay over	
Estimated number of participants traveling in internationally	
Estimated number of nights international participants stay over	

STAFF ROOMS & ADDITIONAL SPECTATORS

Will event staff use hotel rooms? (choose one)	Yes	No
Estimated number of staff attending		
Number of staff per room		
Number of nights staff will stay over		
Does this event draw spectators not associated with specific participants/teams? (choose one)	Yes	No
Estimated number or percentage of local spectators (attending from within 100 miles of venue)?		

Please list or attach any history of hotel room nights generated by this event, registration history/demographic data of participants, and any additional marketing/sponsorship opportunities.

VERIFICATION: The person completing this form verifies that the numbers provided are as accurate as possible (best estimate of anticipated event performance) and understands that these numbers will be used by the Valley Forge Sports, Events & Tourism Authority to make decisions about providing funding support for the event. The undersigned will be willing to present data post-event to verify the actual event performance.

SIGNATURE _____ **DATE** _____