Event Name:							
Location:							
Dates:							
Person Completing Forms:							
				used by future meet hosts and a n. Please be as accurate as possib			
Expenses		Re	Revenues				
1	Facility Rental		1	Ticket Sales			
2	Equipment Rental Temporary Help		2	Entry Fees Sponsorships/Advertisement Sales			
4	Printing		4	Program Sales and			
5	Awards		5	Heat Sheet/Results Sales			
6	Promotion/Publicity	-	6	Merchandise Sales			
7	Hospitality		7	Concession Sales			
8	Postage/Shipping	-	8	Hotel Rebates			
9	Supplies		9	Contributions/VIK			
10	Photography		10	USA Swimming Rights Fees			
11	Uniforming		11	Other (Please list)			
12	Travel/Lodging			,			
13	Fees to LSC						
14	Other (Please list)						
	Total Expenses			Total Revenues			
				Total Expenses			
				NET PROFIT (LOSS)			

MISC INFO

Parti	cipants (list actual numbers)	
	Male Athletes	
	Female Athletes	
	Total # of Swimmers	
	Total # of Individual Entries	
	Total # of Relay Entries	
	Coaches	
	Total # of Clubs	
	Total # of Volunteers	
Appa	arel	
	Short sleeve T-Shirts	
	Long sleeve T-Shirts	
	Tank T-Shirts	
	Sweatshirts	
	Other Apparel	
Tick	ets (# Sold & Price)	
	All-Session	
	Prelims	
	Finals	1500 - \$5
Hote	ls	
	Total # Rooms blocked	
	Total # Rooms utilized	

MISC INFO CONTINUED

Entry Fees:	
Each Individual Event	
Each Relay	
Individual Swimmer Surcharge	
Ticket Information:	
Single Finals Ticket	 5 (1500)
All Session Ticket	
Cost of Meet Program	
Cost of Heat Sheet	
Miscellaneous:	
Hotel Rebates (per room night)	
Parking Charges (per vehicle) *only pertains if you receive income from parking	
Number of places awarded (ex. 1-3 or 1-8)	

ECONOMIC IMPACT

Hotel Revenues

To determine the average amount spent at the event for accommodations, use the following formula:

Total Hotel Income = # Swimmers + # Coaches + # Officials ÷ average # of people per room (2.5) x length of event in days (including warm-ups) x average cost per room

Rental Car Revenue

The average daily rate for a rental car/van is \$60. Most clubs rent one van or two cars. Based on these assumptions this is the formula for car rental income:

Total Rental Car Income = # clubs x # cars(1.5) x daily rate(\$60) x length of event in days (including warm-ups)

Food/Miscellaneous Revenue

Typical costs for food average \$45 per day:

Total Restaurant/Misc. Income = #Swimmers + #Coaches + #Officials x \$45/day x length of event in days (including warm-ups)

Summary:

Economic Impact = total hotel income + total rental car income + total restaurant/misc. income

These figures exclude the impact of spectators coming to the event. The figures also exclude any airport tax or landing fees paid to the city, or special events coordinated, or held in conjunction, with the meet.

Total Economic Impact					
Total Restaurant/Misc. Income					
Total Rental Car Income					
Total Hotel Income					

Please return all three pages of this completed financial report along with any supporting documentation to:

USA Swimming
National Events Department
1 Olympic Plaza
Colorado Springs, CO 80909