

Enter Name of Event:	
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Year of Event:	
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Scope of Event	
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City/Town of Sport Event:	
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STEAM - Participant Input

Number of unique participants	
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Number of unique Out of town participants	
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Percentage of unique out of town participants staying overnight (0-100)	
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Origin of overnight visitor participants (0-100)

% of overnight participants from Canada	
% of overnight participants from U.S.	
% of overnight participants from Overseas	
<i>Total (must sum to 100)</i>	

Origin of Canadian overnight visitor participants

% of Canadian participants travelling from out of town up to 320km, regardless of province of origin	
% of Canadian participants travelling from more than 320km and the same province as the event	
% of Canadian participants travelling from more than 320km and a different province as the event	
<i>Total (must sum to 100)</i>	

Average overnight length of stay (nights)	
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% of participants who are staying in commercial accommodation (0-100)	
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Same Day participant

Average number of day trips taken by each participant	
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Is any portion of participant expenditures being covered by event organizers?	
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Share of participants being sponsored (0-100)	
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Accommodation	
Food and Beverage	
Local Transportation	

% of participants under 19 who are staying in commercial accommodation	
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Age of Participants (0-100)

% of participants under 19	
% of participants 19-44	
% of participants 45 and over	
<i>Total (must sum to 100)</i>	

% of participants under 19 who are staying in commercial accommodation	
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Participants/Spectators/Media/VIP's - refers to **OUT OF TOWN** participants, spectators, media and VIP's only. The objective is to measure the economic impact of bringing out of town visitors to the event in question, thus do not include any local participants, spectators, media or VIP's that may attend the event. Local residents excluded as they would be participating (and spending) on other activities in the city if they were not at the event under consideration.

STEAM - Spectator Input

Number of unique spectators	
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Number of unique Out of town spectators	
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% of unique out of town spectators staying overnight (0-100)	
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Overnight visiting spectator origin (0-100)

% of overnight spectators from Canada	
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% of overnight spectators from U.S.	
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% of overnight spectators from Overseas	
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Total (must sum to 100)

Origin of Canadian overnight spectators (0-100)

% of Canadian Spectators travelling from out of town up to 320km, regardless of province of origin	
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% of Canadian Spectators travelling from more than 320km and the same province as the event	
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% of Canadian Spectators travelling from more than 320km and a different province as the event	
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Total (must sum to 100)

Average overnight length of stay	
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Importance of event in decision to travel for spectators (on a scale of 0-100)

Overnight Domestic	
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Overnight USA	
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Overnight Int.	
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Same Day Spectator

Average number of day trips taken by each spectator	
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STEAM - Media/VIP Input		Media	VIP
Number of unique Media/VIP			
Number of unique Out of town Media/VIP			
% of unique out of town Media/VIP staying overnight (0-100)			
Overnight Media/VIP origin (0-100)			
% of overnight Media/VIP from Canada			
% of overnight Media/VIP from U.S.			
% of overnight Media/VIP from Overseas			
Total (must sum to 100)			
Origin of Canadian overnight Media/VIP (0-100)			
% of Canadian Media/VIP travelling from out of town up to 320km, regardless of province of origin			
% of Canadian Media/VIP travelling from more than 320km and the same province as the event			
% of Canadian Media/VIP travelling from more than 320km and a different province as the event			
Total (must sum to 100)			
Average overnight length of stay			
Same Day Media/VIP			
Average number of day trips taken by each Media/VIP			
Any portion of media/VIP being sponsoredby event organizer?			
Share of media / VIP being sponsored (0-100)			
Expenses being covered			
Accommodation			
Food & Beverages			
Local Transportation			

Enter Operating Expenditures on:	
Salaries, Fees and Commissions	
Advertising Services	
Professional Services	
Financial Services	
Insurance	
Rent	
Laundry and Cleaning Services	
Other Services	
Communication	
Energy and Other Utilities	
Guest Room Supplies	
Office Supplies	
Kitchen Supplies	
Other Supplies	
Repairs	
Food and Beverages - Organizing Committee	
Food and Beverages - Participants	
Food and Beverages - Media / VIP	
Accommodation - Organizing Committee	
Accommodation - Participants	
Accommodation - Media / VIP	
Merchandise and Retail	
Personal Travel	
Transportation and Storage	

Total Expenditure	
Total Event Revenue	
Operating Surplus	

Enter Taxes (as applicable):	
Property Taxes	
Corporate Taxes	
Harmonized Sales Tax (from sales)	
Provincial Sales Tax or Levies (from sales)	
Federal Sales Tax or Levies (from sales)	
Other Municipal Taxes or Levies	

Enter Direct Employment (in equivalent full-year jobs)	
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Capital Expenditures	
Buildings and Renovations	
Machinery and Equipment	
Furniture and Fixtures	
Transportation Equipment	
Other Supplies	

Other Services	
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Note: Full details of the category descriptions can be found on the following sheet

Note: expenditures need to be cash only, not in-kind donations

Event Budget

Category	Description
Salaries, Fees, & Commissions	Includes all wage costs of employees hired directly by and working for the organizing committee
Advertising	Any marketing or advertising costs incurred by the organizing committee
Professional Services	Includes the costs of consultants, architects, planners, etc. hired by the organizing committee
Financial Services	Fees and commissions paid to accountants, investment managers, bankers, etc.
Insurance	Any insurance costs associated with the event
Rent / Lease	Costs associated with renting / leasing office space and / or event venues
Laundry / Cleaning Services	Cost of any laundry, cleaning or related services
Other Services	Covers any other business costs not elsewhere accounted for. Typical expenses may include security services, sanitation services, website development costs, catering
Communication Costs	Telecommunication, courier and mail expenses
Energy and Other Utilities	All utilities excluding telecommunication
Guest Room Supplies	Cost of any guest room supplies
Office Supplies	Any costs associated with running an office
Kitchen Supplies	Any kitchen supply costs incurred
Other Supplies	Any other miscellaneous supplies used
Repairs	Costs of any repairs made
Food & Beverages – Organizing Committee	Costs of food and beverages provided by the organizing committee, with the exception of food and beverages purchased directly for participants. An example would be food purchased for volunteers
Food & Beverages - Participants	Cost of food and beverages purchased for participants that is paid for by the event organizers
Food & Beverages – Media / VIP	Cost of food and beverages purchased for Media / VIPs that is paid for by the event organizers
Accommodation – Organizing Committee	Costs of accommodations purchased for the organizing committee
Accommodation - Participants	Costs of accommodations purchased for sponsored participants
Accommodation – Media / VIP	Costs of accommodations purchased for sponsored Media / VIPs
Merchandise Costs	The cost of any goods purchased and then resold, also includes volunteer uniforms
Personal Travel	The cost of any travel undertaken by organizing committee only
Transportation & Storage	Any costs incurred for transportation or storage, for example the cost of a shuttle bus service. These should be expenses paid for services rendered to the organizing committee only, and should NOT include commercial carrier fares paid on behalf of participants

Note, if still unsure, determine whether the item in question is a good or service, then categorize to other supplies or other services