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FY12 Grant Event Summary Form

SECTION A:

Name of Organization:_____

Name of Event:_____

Date of Event:_____ Estimated Attendance:_____

SECTION B:

You may attach up to two sheets of paper that include the following information about the event.

1. In the space below describe the method used to estimate attendance. If a private group was utilized to collect data through surveys or other methods include their information.

2. List and describe the advertising utilized in the promotion of the event.

d Description	ublication or Media Outlet	overage/Distribution
1.		
2.		
3.		
4.		
5.		

3. List and describe any press or media coverage about the event.

Press or Media Outlet	Description of Coverage (example: sound bite, evening news, front page story etc.)
1.	
2.	
3.	
4.	

Continued on next page

SECTION C:

In the table below, evaluate the success of the event by placing an "X" in the appropriate box. If a description does not apply to your event, leave the box blank.

Evaluation of:	Poor	Needs Improving	Fair	Good	Excellent
1. Attendance					
2. Marketing of event					
3. Organization of event					
4. Planning committee					
5. Volunteer cooperation					
6. Hotel room nights generated					
7. Other economic impact					
8. Entertainment					
9. Execution of event					
10. Overall Success					

Additional Comments or future plans for the event:_____

_____

_____

Would this organization consider applying for the JCVB grant again in the future?_____

SECTION D:

This summary is due no later than 60 days after the final day of your event. Failure to submit this summary on time will jeopardize your organization's ability to receive future JCVB grants.

By signing and submitting this form you are recognizing that hereafter your contract with the JCVB grant program is closed and you will no longer be eligible to submit requests for reimbursement for the FY12 Grant Program after the date below.

_____ _____

Signature of Project Manager Date Submitted