



**Pocahontas County Convention & Visitors Bureau
Events and Sponsorship Grants**

SUMMARY REPORT

This form must be filled out and returned within sixty [60] days after the conclusion of the Event or Sponsorship for which grant funds were provided.

Event / Sponsorship Name: _____

Date of Event / Sponsorship: _____

Business / Organization: _____

Contact Person: _____

Address: _____

Phone: (home) _____ (work) _____

Type of Project: () Event () Sponsorship [Team____ Individual____]

Amount of Grant Funds Provided: _____

Please explain how the grant funds were distributed:

Estimated Attendance (if applicable): _____

How did you arrive at this figure? _____

Do you feel this project was a success? Yes_____ No_____

Please explain: _____

Do you have any knowledge that this event or sponsorship generated lodging room nights in the county?

Do you plan to repeat or participate in this event in the future?_____

Comments or Suggestions:

Were there any unused grant funds to be returned to the Pocahontas County Convention & Visitors Bureau?

Yes_____ No_____

If Yes, what is the amount?_____

Is a check for the amount due enclosed? _____

Please attach all applicable invoices or receipts for your expenses along with any advertising or marketing materials produced for this event [newspaper tearsheets, brochures, flyers, etc.].

If any grant funds were unused, please enclose a check for the balance, payable to the Pocahontas County Convention & Visitors Bureau.

Signature:_____

Date:_____

Please mail to: Pocahontas County Convention & Visitors Bureau
P.O. Box 275
Marlinton, West Virginia 24954
Phone: 304-799-4636