

Appendix D: FINAL REPORT FISCAL YEAR _____ **Due within 60 days of completion of event.*

Event Name: _____

Reporting Date: _____ Organization: _____

Funding Manager: _____ EMAIL: _____

Address: _____ Phone: _____

=====

ANSWER THE FOLLOWING QUESTIONS FOR EACH ELEMENT IN YOUR SCOPE OF WORK. ATTACH ADDITIONAL NARRATIVE OF EVENT IF NECESSARY.

FINAL – Required for reimbursements - Answer each question as it relates to the Scope of Work for the event.

1. What is the overall assessment of the event? Did the event have the anticipated results?
 - a. Number of participants and attendees from out of the Lee County area. (appendix E)
 - b. Total Number of revenue producing room nights generated by the event (appendix F.)
2. Did expenditures fall within the most recent event funding budget categories?
3. How and what were the results of the marketing efforts proposed in funding request? (Impressions, tracking, surveys, analytics) (appendix B & C2)
4. List efforts made to ‘green’ your event and the benefits derived.
5. What recommendations do you have for improved results in the future?
6. What VCB workshops and assistance did you participate in and find helpful?