

Post Event / Year End Summary Report



In an effort better understand the successes and needs of the Marshall Tourism Affiliates and to be responsible and accountable for the tourism dollars entrusted, the Marshall Tourism Commission requires all grant recipients to file a **Post Event / Year End Summary Report**.

Deadlines:

Affiliates which receive *specific event* funding are required to file the report within 30 days after the event is completed. Failure to submit the report may cause an application to be rejected in subsequent years.

Affiliates which receive funding to support *ongoing marketing efforts* are required to file the report by October 31st of each year. Failure to submit may cause an application to be rejected in subsequent years.

All Post Event / Year End Summary Reports should be submitted to the Tourism Coordinator at MSDC.

Post Event / Year End Summary Report

(attach additional pages as needed – please tell us your story!)

Name of Affiliate:

Name of Event:

Date of Event (if applicable):

How did you track attendance?

How many people attended?

From where?

How many visitors to your site did you have?

From where?

Is there a project (or portion of) applied for in your grant which was not completed?

If so, what was it and why was it incomplete?

Please summarize your event and / or Affiliate progress this year. List successes and areas of concern. How can the Marshall Tourism Commission help you in the future?

Thank you for your work to support tourism in our community!

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