BAINBRIDGE CONVENTION & VISITORS BUREAU
REQUEST FOR FUNDS

Post Event Report

(All reports must be submitted within 30 days of the completion of your event)

Please Print or Type:

Name of Event: _____

Date(s) of Event: _____

Awarded Grant Amount: $_____

Host Organization: _____

Contact Person: _____
(Name) (Title)

Address: _____

City: _____ State: _____ Zip: _____

Daytime Contact #: _____ Email Address: _____

# of Out-of-town Participants: _____ (Participant = athletes, coaches, officials, exhibitors)

# of Total Local Participants: _____ (Local participants only)

Out of town visitors: _____ (Visitor = family, spectators)

Total Attendees: _____ (Attendees = total of all numbers above)

Total Room Nights (room nights = # rooms x # of nights)

HOTEL/CAMPGROUND	TOTAL ROOM NIGHTS	ROOM RATE

Provide summary of media exposure received (local, regional and national/print, television and radio) as well as examples of promotional materials (brochures, posters, programs, etc). Please add additional sheet is needed.

PUBLICATION/ADVERTISING MEDIUM	COST

INCLUDE WITH REPORT: COPIES OF RECEIPTS SHOWING WHERE GRANTED FUNDS WERE SPENT.

Please return the original signed report and attachments requested to:

Bainbridge Convention & Visitors Bureau
PO Box 158
Bainbridge, GA 39818

I certify that the above information is true and accurate to the best of my knowledge.

Name: _____

Organization: _____

_____ (Signature)

_____ (Date)

*Failure to submit a Post Event Report within **30 days** of the completion of your event may result in disqualification for future events.*