



**Follow-Up Report and Request for Reimbursement
(Prepared and Returned within 60 days after the event)**

Date Submitted: _____ Event Date: _____ Agreed Funding: _____

Organization: _____

Event Title: _____

Location of Event: _____

For Profit _____ Not for Profit _____

Non Sporting Event Attendance:

Total Tickets Sold _____

Total Registered Participants _____

Total Estimated Attendance _____

Estimated Hotel Room Nights _____

Sporting Event:

Total Local Teams: _____

Total out of town teams: _____

Number of Days of Event: _____

Estimated Number of Hotel Rooms Booked per night: _____

Number of Nights Hotels were booked: _____

Estimated Number of Tickets Sold per day: _____

Estimated Total Attendance per day for patrons and participates: _____

Attach the Following:

- Event Description and Summary. Evaluation of Overall Event. Did it go as planned?
- Copies of all promotional Materials, Advertising, media clips and any other printed mediums that advertised the Jonesboro A&P brand.
- Additional information supportive of event's success in achieving intended results.

In regard to the funds requested from the Jonesboro A&P, please provide an itemized list of items funded and receipts associated with those items.

I validate that all information contained within this post event report, and its attachments, are accurate and complete.

Signature

Printed Name

Title

Contact Phone/Email