

**BOONE COUNTY CONVENTION & VISITORS BUREAU
TOURISM PROMOTION GRANT
FINAL REPORT/CHECKLIST**

PLEASE FILL IN ANSWERS TO QUESTIONS WHICH APPLY TO YOUR GRANT

Be sure to review the grant guidelines and this checklist. Failure to supply the following can affect payment and future funding of your grant. ****All information must be submitted within 60 days of the funded event.**

Organization Name: _____

Name of funded Event: _____

Date & Location of the Event: _____

Contact Person: _____ Day Phone #: _____

CHECKLIST

Item:

Paid receipts for those goods and services funded by the community grant _____

One copy of all materials funded with the grant featuring the required disclaimer & logo _____
(Brochures, radio script, billboard photo, research results, sample of materials purchased)

A final budget/expense report for total project or event _____

Hotel lodging tracking cards if applicable

Did you have a "Host" hotel/ B&B? _____ Which One? _____

Did you block rooms for out of town attendees? _____

Please list in the chart below all room nights your attendees utilized:

DATE	HOTEL	# RM NTS		DATE	HOTEL	# RM NTS

TOTAL ROOM NIGHTS: _____

Please supply the following information regarding distribution of printed material and/or geographic audience for advertising.

DISTRIBUTION/LOCATION PLAN FOLLOWED (Brochures/rack cards, ads, videos, CDs, websites, billboards)

<u>Information Material</u>		
<u>Quantity</u> (Ex: 200)	<u>Venue</u> (Ex: Chamber of Commerce)	<u>County/Community</u> (Ex: Lebanon)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total: _____ (Total quantity should reflect the number for which you requested funding)		

Billboards: Please list the route and county where the board(s) will be displayed

Website or CD: Please describe who will access or receive this information, how it will become known to the visitor, where it will be hosted and send a mock up of the format.

<u>Media Advertising</u>		
<u>Station/Publication</u> (Ex: Indpls. Star)	<u>When it airs/runs</u> (Ex: Every Fri. in March)	<u>Size/Length of ad</u> (Ex: 1/4 page in Travel Sect)
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE USE ADDITIONAL PAGES IF NECESSARY

1. What do you consider the most successful aspect of this event/project? _____

2. What would you change next time, if anything? _____

3. How could the Convention & Visitors Bureau better assist you in your effort to promote this event and Boone County to out of town guests?

Boone County Convention & Visitors Bureau
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