



**Pocahontas County Convention & Visitors Bureau  
Events and Sponsorship Grants**

**SUMMARY REPORT**

**This form must be filled out and returned within sixty [60] days after the conclusion of the Event or Sponsorship for which grant funds were provided.**

Event / Sponsorship Name: \_\_\_\_\_

Date of Event / Sponsorship: \_\_\_\_\_

Business / Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_

Type of Project: ( ) Event ( ) Sponsorship [Team \_\_\_ Individual \_\_\_]

Amount of Grant Funds Provided: \_\_\_\_\_

Please explain how the grant funds were distributed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Attendance (if applicable): \_\_\_\_\_

How did you arrive at this figure? \_\_\_\_\_

Do you feel this project was a success? Yes \_\_\_\_\_ No \_\_\_\_\_

Please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any knowledge that this event or sponsorship generated lodging room nights in the county?

\_\_\_\_\_

\_\_\_\_\_

Do you plan to repeat or participate in this event in the future? \_\_\_\_\_

Comments or Suggestions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were there any unused grant funds to be returned to the Pocahontas County Convention & Visitors Bureau?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, what is the amount? \_\_\_\_\_

Is a check for the amount due enclosed? \_\_\_\_\_

**Please attach all applicable invoices or receipts for your expenses along with any advertising or marketing materials produced for this event [newspaper tearsheets, brochures, flyers, etc.].**

**If any grant funds were unused, please enclose a check for the balance, payable to the Pocahontas County Convention & Visitors Bureau.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please mail to: Pocahontas County Convention & Visitors Bureau  
P.O. Box 275  
Marlinton, West Virginia 24954  
Phone: 304-799-4636

Or scan and send an electronic copy to Chelsea Walker, Events Coordinator at  
cwalker@pocahontascountywv.com