



Pocahontas County Convention and Visitors Bureau
EVENT MARKETING GRANT SUMMARY REPORT

This form must be filed with the CVB Event Marketing Grant Coordinator within 60 days of the conclusion of the awarded event.

Event name: _____

Date of Event: _____

Business/organization: _____

Contact Person: _____

Address: _____

Telephone: _____ Email: _____

Amount of Grant funding awarded: _____

Please explain how the grant funds were used (please attach an itemized list or spreadsheet):

Estimated attendance: _____

How did you arrive at this attendance number? _____

Do you feel this project was successful?

Yes _____ No _____

Please explain:



Do you have any knowledge that this event generated overnight stays in the county?

Do you plan to repeat this event?
Yes _____ No _____

Comments or suggestions related to your event:

Were there any unused grant funds to be returned to the PCCVB?

Yes _____ No _____

If yes, how much? _____

(Please attach a check with this Summary Report)

Please attach all applicable invoice copies, receipts for your grant expenses along with grant funded advertising tear sheets, copies, brochures printed, etc.

Signature: _____

Date: _____

Mail, email to or deliver to:

Pocahontas County CVB

PO Box 275

301 8th Street

Marlinton WV, 24954

ladams@pocahontascountywv.com

