



**Pocahontas County Convention & Visitors Bureau  
Sponsorship Request**

**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.**

Sponsorship Name: \_\_\_\_\_

Date of Sponsorship: \_\_\_\_\_

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

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

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

Phone: \_\_\_\_\_

Type of Sponsorship: Team \_\_\_\_\_ Individual \_\_\_\_\_

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

Please explain in detail how the sponsorship funds were used:



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

How did you arrive at this figure?

Do you feel this sponsorship was a success? Please explain below:

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? \_\_\_\_\_

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

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

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

**Please attach all applicable invoices or receipts for your expenses along with any advertising or marketing materials produced for this event [newspaper tear sheets, 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 Email: Chelsea Faulknier  
[cfaulknier@pocahontascountywv.com](mailto:cfaulknier@pocahontascountywv.com)