



**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.

Event Sponsored: _____

Date of Sponsorship: _____

Business / Organization: _____

Contact Person: _____

Address: _____

Phone: _____

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 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