



Wolfe County Tourism Post Event Report Form

The purpose of this report is to provide feedback to the Wolfe County Tourism Commission on how the Sponsorship program funding was utilized to help promote tourism in Wolfe County. The commission sets aside a portion of those funds to be used for a funding program working with local individuals, groups and organizations coordinating events that directly benefit the local hospitality industry. The Post Event Report Form shall be submitted to the Wolfe County Tourism Commission within 60 days following the conclusion of the event.

Please complete the Post Event Report Form within 60 days of the date of your event.

Post Funding Requirements

1. This report must include a detailed budget of how the funds were spent, including paid invoices and receipts.
2. Describe the Economic impact the event has on the community
 - a. How many in town visitors? Out of town visitors?
 - b. Estimated number of guests in short term accommodations?
 - c. Estimated customers in local restaurants/businesses?
3. Include photos, videos or other content from the event, including social media engagement figures
4. Describe any challenges faced and improvements identified for future events.

Funds Expenditure:

Budget:

Item	Quantity	Price (\$)	Total (\$)
(Example: Banner for event	2	100	200

*Add attachment if necessary

Economic Impact and Outreach:

How many in-town visitors? _____ Out-of-town visitors? _____

Number of guests that stayed in short term accommodations? _____

Number of customers that visited local restaurants/businesses? _____



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How many engagements did you receive for your social media posts about the event? _____

Describe any challenges faced in the planning and execution of the event: _____

Are there plans to hold the same event in the future? Yes No

If so, what opportunities have been identified that would improve the success of the event? _____

Sponsor recipients must return the Post Event Report Form and related documents to the Wolfe County Tourism Commission within 60 days of the end date of your event. The Post Event Report Form should include an event summary and financial report including all invoices relating to the grant, copies of any promotional materials purchased with sponsorship funds, attendance of event, and any other applicable information regarding the event and use of sponsorship funds.

If the requesting party does not report back to the commission or give proper documentation, future grant applications will NOT be accepted.

See Attachments:

Example: Budget, Map of Event Location, Event Banner Design Draft, Quote for Inflatable Entertainment Rental, Inc)

If Wolfe County Tourism Commission provides a sponsorship, we are only agreeing to a one-time monetary donation, not hosting the event. This means applicants will need to obtain event insurance, provide event staff and contact the appropriate public entities, if needed. Applicants will also need to be the coordinator of the event and perform all other duties necessary to otherwise make the event successful.

With your signature you agree to all statements on this application

Printed name: _____

Signature: _____

Date: _____

Mail this completed Sponsorship Application form to:

Wolfe County Tourism Commission

PO Box 429

Campton KY, 41301

or email: tourism@wolfecountyky.com