Post Event Report Checklist

Updated July 2024

GILMER CHAMBER
TOURISM GRANT PROGRAM

Event Name:		Event Date(s):	
DOCUMENT	**DESCRIPTION**	**COMPLETION DATE**	**COMPLETED BY** (INITIALS)
Budget & Invoices	Budget sheets and valid invoice(s) for eligible expenses covered by awarded grant amount		
Proof of Payments	Copy of proof of payments such as cleared check record or detailed credit card receipts		
Visitor Tracking	Visitor numbers tracked via ticket sales, registration reports, or supplied Tracking Form/Tracking Survey		
Room Nights	Room nights tracked via hotel reports, hotel letter, or with the supplied Visitor Tracking Form/Tracking Survey		
Marketing Materials	Copies of marketing materials, website archives, emails, newsletters, or on-site event marketing with the "Pick Ellijay" logo.		

Comments: _____

_____

_____

Signed by: _____   Date: _____

gilmerchamber.com/grants