GILMER CHAMBER
TOURISM EVENT SPONSORSHIP PROGRAM

POST-EVENT REPORT

As outlined in Section XI - Post-Event Reporting of the Tourism Event Sponsorship Program Guidelines, sponsorship recipients must submit a post-event report within 60 days of event completion including:

1. Marketing budget & invoices for eligible expenses covered by awarded sponsorship
2. Copy of proof of payments such as cleared checks or detailed credit card receipts. Proof of payment must match the invoices submitted.
3. Visitor tracking documentation as listed in the section above (Visitor Tracking)
4. Copies of marketing or advertising materials and social media showing approved logo usage.

The checklist below is provided to help pre-approved applicants ensure that all required documents are included with their post-event report. It is for reference only and does not need to be submitted. Post-event reports can be submitted at gilmerchamber.com/sponsorship/posteventreport

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 sponsorship		
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		
Marketing Materials	Copies of marketing materials, website archives, emails, newsletters, or on-site event marketing with the "Pick Ellijay" logo.		

gilmerchamber.com/sponsorships