



**ATAX/HTAX EVENT/PROJECT FINAL REPORT FORM**

Please submit this form with all supporting documentation to Town of Blythewood, attention: Steven Hasterok, Assistant to ATAX Committee at the address below. Use as many pages as needed.

1. PROJECT OR EVENT NAME: \_\_\_\_\_

2. DATE(S) \_\_\_\_\_ ORGANIZATION \_\_\_\_\_

3. Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

- A. Provide a summary of the project or event results: Include the data points in Part III of the application as a starting point. For example, how many people attended? where they were from? (did they travel from outside the Blythewood area?), how did people learn about the event? Documentation might include items such as ticket sales lists, zip code lists, hotel booking receipts, restaurant receipts, etc.
- B. Provide a copy of any written, printed or digital materials produced as advertising of the event (evidence that those from outside our area were invited). This could include newspaper and magazine ads, flyers, brochures, social media posts, websites, etc.
- C. Provide photographs when possible of the event (evidence that those outside our area attended).
- D. How was the Town of Blythewood acknowledged for this event? (Ads, social media, websites, flyers, banners, brochures, etc.)
- E. Provide a list of “other” sponsors that you worked with to fund the project or event.
- F. Provide a budget showing revenues and expenses. Show in detail how the ATAX/HTAX funds were spent.