



City of Moncton Event Hosting Grant Program: POST-EVENT REPORT FORM

This form must be filled out within 30 days after the event has occurred. The balance of your grant will be issued once the City of Moncton has received the Post-event Report Form.

Event Information

Event Name: _____
Event Dates: _____
Event Venue(s): _____

Event Contact Information

Name of Organization: _____
Name of Contact Person: _____
Address: _____
E-mail: _____
Telephone: _____

Actual Event Budget

- Attach the post-event budget outlining the **actual** revenues and expenses of the event in detail.
- You may use the [downloadable Event Budget Actuals Template](#) if you wish.

Participants Information

Option to attach file: *You may attach separate file(s) containing this information instead.*

- Final number of participants
 - Athletes/artists: _____
 - Coaches: _____
 - Referees/Officials/Judges: _____
 - Volunteers: _____
 - Accredited media: _____
 - Other (specify type): _____
 - Total number of participants: _____

- Provenance of participants

- **Team-based events:** Provide the final list of participating teams, and where they were from.

- **Individual participant events (non-team-based):** Provide the final list of regions represented and how many participants represented each of these regions.

Spectator Information

Option to attach file: You may attach a separate file containing this information instead.

- Number of spectators from the Moncton region who attended the event: _____
- Number of spectators from out of town who attended the event: _____
- How many spectators from which provinces (a reliable estimate, using numbers or percentages, is acceptable): _____

Number of hotel room nights generated by the event (a reliable estimate is acceptable):

Media Coverage/Broadcast

Summary of the media coverage of the event, including web-streaming and its reach/audience:

- Was the event broadcast on television?

Yes

No

If yes, on which network(s): _____

In which provinces/countries?

- Was the event live streamed online?

Yes

No

If yes, what was the reach of the audience (regions, numbers, target audience)?

- Was the event covered by media?

Yes

No

If yes, which ones, and from which networks/stations?

- Any other pertinent information:

Economic Impact

Include details or a report of the event's economic impact based on actual data or attach a file containing this information instead.

Acknowledgment of Support

Describe how your organization recognized the City of Moncton as funding partner or attach a file containing this information instead.

List other event sponsors who supported the event or attach a file containing this information instead:

Other pertinent information or comments:

Submit your post-event report:

Completed by: _____

Role within your organization: _____

I have reviewed the City of Moncton's [Event Hosting Grant Program Terms and Guidelines](#) and I commit to following the specified terms and conditions.

Signature of applicant: _____

Date: _____