



# DISTRICT PROMOTION FUND

## ACCOUNTABILITY/POST-EVENT REPORT

Support by Council is conditional upon the completion of a post-event report. The report is essential to enable Council to gauge the effectiveness of its support.

It is our recommendation that it includes an event organiser's questionnaire that will assist in evaluating how successful your event was and what impact the event had on the District.

Post-event data should be received within 3 months of the event. The more comprehensive the report, the greater the likelihood of repeat support.

We request that the report is A4 format.

In addition, event organisers are required to submit the following data:

- 1. Total number of people attending the event**
- 2. Feedback from the event audience**
- 3. Details of Waipa District Council recognition and event publicity**
- 4. Value achieved from Waipa support.**