

Waipā District Council, Private Bag 2402, Te Awamutu 3840
Phone: 0800 924 723 | Fax: 07 872 0033 | Web: www.waipadc.govt.nz | Email: events@waipadc.govt.nz

All recipients of the District Promotion Fund must complete a Post Event Report detailing the outcomes of your event. Please include supplementary material where appropriate.

This Post Event Report must be received within THREE MONTHS of the event.

NAME OF EVENT:

DATE OF EVENT:

Total number of people who attended the event?

Participants:

Audience:

Officials:

Other:

Feedback from the event audience?

Participants:

Audience:

Officials:

Venue management:

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What recognition did the Waipā District Council receive?

Event Signage:
Logo Placement:
Newsprint media:
Video/Television:
Website:
Social Media:
Vocal Endorsements:
Other:

What value to you did the Waipā District Council's support provide?

Financial:
Event Equipment:
Promotional Activities:
Event Personnel:
Other:

Were there any issues of concern before, during or after your event?

Operational:
Waipa Support:
Venue:
Other:

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What changes for your event would you consider or recommend for the future?

Date/Time:
Venue:
Promotion:
Operations/Logistics:
Other:

Name of person completing this form:	
Email:	Phone:

In addition to the information above, event organisers' are encouraged to submit the following:

1. High quality, high resolution photographs. Please note that these photographs may be used by council for ongoing promotion of the Fund and the District.
2. If available, copies of news coverage of the event.

A Microsoft 'Word' version of this form is available if you wish to complete this form electronically. Email request to: events@waipadc.govt.nz

Completed Post Event Reports should be addressed to:

Email: events@waipadc.govt.nz

Post: Event and Engagement Delivery Advisor
Waipā District Council
Private Bag 2402
Te Awamutu 3840