

NAR Event follow-up report

As outlined on the application for event funding, this form is to be **returned to NAR within 30 days of the last day of the Event** with all receipts and other supportive documentation.

Name of event

Hosting/planning organization

Primary contact

Date(s) held

Location(s) of event

Number of people that participated in the event:

Community members/general spectators

Faculty

Staff

Speakers

Volunteers

Other

Provide a summary of the event

Please include the following information: what took place at the event, benefits, success stories, contributing factors to the event goals.

Official event co-sponsors

If applicable, list the names of the co-sponsors and the amount of funding received from each

Event coverage

Provide a description of any media (i.e. newspapers, radio, television coverage) or promotional materials (i.e. webpage, social network, distribution of newsletters) provided for the event - please include documentation if available)

Provide a link to where the NAR website was featured**Updated event budget**

Provide a detailed breakdown of the funding as it was, in actuality, allocated to the event. In addition, please email a photocopy of the original receipt for each item as proof the the transaction occurred as described.

Provide an explanation for any discrepancies for the approved budget**Authorization**

I certify that I am authorized to act on behalf of the recipient (organization) listed above, and then the representations enclosed herein are true and factual to the best of my knowledge.

Yes

Name

Title

Recipient (organization)

Date