



Final Evaluation Report Checklist

All organizations are required to submit 10 completed copies of the Final Evaluation Report to the TDC Office no later than 45 days after the date of the event. Provide all information listed. Failure to submit the Final Evaluation Report may cease future funding.

Final Evaluation Report

- Organization name and address
- Event title, location and dates
- Documented number of attendees, including out-of-town attendees
- Describe strategy for surplus of funds to apply to next years' event
- Number of nights visitors stayed in Jackson County
- Detailed follow-up report
- Detailed budget reconciliation
- Economic impact from local tourist related businesses
- List three ways in which the event was a success
- List three areas of challenge, including potential solutions
- Comparison details from previous years' events

Documentation

- Copies of all marketing/advertising material (tear sheets, spot reports, performance reports, design layout, etc.)
- Copies of all promotional items with JCTDC logo (banners, posters, rack cards, shirts, cozies, etc.)
- Invoices from all vendors and businesses who advertised/marketed the event or provided promotional items
- Spreadsheet listing all advertising invoices in order, including total amount
- Proof of non-profit status
- Zip code form

Signed Affidavit:

I have checked every box and provided all documentation as outlined above that the Jackson County Tourist Development Council, Executive Director, and funds were spent according to TDC standards.

Printed Name

Date

Signature

Phone

Executive Director Signature

Date