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**SPONSORSHIP ACQUITTAL REPORT**

***Please note:***

* ***All reports must be typed or printed clearly. For reports completed by hand, if there is insufficient space for your answers in any section please attach a separate page to this document.***
* ***Sponsorship acquittal reports must be submitted within six (6) weeks of the conclusion of the event.***
* ***Please forward completed Shepparton Show Me sponsorship acquittal reports to:***

***Shepparton Show Me***

***Greater Shepparton City Council***

***Locked Bag 1000***

***SHEPPARTON Vic 3632***

***Or***

***sheppartonshowme@shepparton.vic.gov.au***

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| --- | --- |
| **Event Name:** |  |
| **Event Date:** |  |
| **Event Location:** |  |
| **Organisation Name:** |  |
| **Contact Person:** |  |
| **Position:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Date:** |  |

1. **What was the estimated total attendance at the event?**
2. **Was the event (concept, date, time and venue) delivered as specified in the sponsorship application? Comment on any significant variations.**
3. **Did the event program go according to plan? Comment on any significant variations.**
4. **How was support from Shepparton Show Me applied to the event? Please provide examples.**
5. **Did the event adhere to the budget? Comment on any significant variations.**
6. **Please attach a statement of the event’s major income and expense items including funding from Federal and State governments and in-kind contributions.**
7. **Did the event deliver all the outcomes and benefits described in the sponsorship agreement? Comment on any variations.**
8. **Did the event meet all of the terms and conditions listed in the sponsorship application? Comment on any variations.**
9. **Describe how the key objectives detailed in the sponsorship application were met.**
10. **List all key groups and organisations that collaborated in staging the event.**
11. **Collate the results of the data collected during the event to determine where event visitors came from, how long they stayed in Shepparton and what other activities they undertook whilst in Shepparton and provide a summary of the findings.**
12. **Summarise the extent of media (print, radio, television and online) exposure achieved by the event and provide evidence of media exposure including press clippings and online screen shots.**
13. **Attach a copy of all event marketing materials that included acknowledgement of Shepparton Show Me or Shepparton Show Me branding. Please include footage if available.**
14. **Attach a disc with ten (10) high resolution good quality photographs from the event.**