

Latah Arts & Culture Committee



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Committee Secretary

FINAL REPORT

This report form is due within 2 weeks of the completion of the event. Attach copies of all publicity materials, programs and posters. Please forward to the committee at the above address.

Date of Application: _____ Amount Requested:\$ _____

Name of Organization: _____

Event: _____

Address: _____ City: _____ Zip: _____

Contact Person: _____ Contact Phone: _____

(Please answer the following. Feel free to use an additional page.)

Give a brief description on the success of the event and compare the goals of the event, with the actual accomplishments. What would you do differently next time?

Actual Number of Participants:

Professional: _____

Amateur: _____

Audience: _____

Students: _____

Approx. Age Range: _____

How many volunteer hours were utilized in realizing this event? Please give an estimate of the total hours of all people who contributed to the realization of this project.

Actual Expenses: Please Detail

Personnel: _____

Travel: _____

Artistic Fees: _____

Materials: _____

Space Rental: _____

Other: Please Specify _____

TOTAL EXPENSES: _____

Funds Generated

Admission: _____

Private Donations: _____

Sponsor Support: _____

Corporate Support: _____

Grants: (Please list) _____

In-Kind Donations: _____

TOTAL FUNDS GENERATED: _____

Attach copies of all publicity.