

**Adobe Reader 8.0+ is required to complete this reporting form.**

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>



**1. Festival/Event Profile**

Project #:	Proponent organization (legal name):
Provide the name of the festival or event:	Provide the date(s) of the festival or event:

**2. Required Attachments**

**Photos of the festival or event.**

**3. Festival/Event Report**

Provide a brief summary (including key highlights) of this year's festival or event:

How was Northern Development's funding contribution used?

How did Northern Development's funding contribution help to enhance or grow the festival/event?

How do you currently track the number of attendees at your festival/event:

How are you currently marketing your festival/event?	
Select all that apply:	
Advertisements	Social media
Print media	Signage
Broadcast media	Word of mouth
	Website
	Other _____
Do you currently ask for and receive feedback from your performers and/or vendors about your festival/event?	Do you currently track your social media outreach?
Number of people who attended or participated this year's festival/event:	Percentage of attendees or participants from the host community:
Actual festival/event revenues:	Actual festival/event expenses:
\$	\$

**4. Authorization**

I have read and understand the [Fabulous Festivals and Events Application Guide](#) including the ineligible costs.

I confirm that the information in this report is accurate, complete, and fairly presented.

I authorize Northern Development to make enquiries in order to verify the results reported.

I agree to provide upon request any additional updates and reporting Northern Development staff deems necessary.

I authorize Northern Development's use of any photos submitted with this report for promotional purposes.

I understand that information provided to Northern Development may be accessible under the Freedom of Information (FOI) Act.

Name:  
*Organization signing authority*

Title:

Date:

**5. Submitting Your Report**

Completed project reporting forms (with all required attachments) should be provided electronically to Northern Development by email.

Email: [finance@northerndevelopment.bc.ca](mailto:finance@northerndevelopment.bc.ca)