



EventHostBC Summary Report

Complete and return this form to:
Arts, Culture & BC Arts Council Branch
Email: eventhostbc@gov.bc.ca

For internal use only:

File #:

BEFORE YOU START

- Use this form to report all deposits to and all disbursements from your organization’s bank account relating to the event for which your organization received an EventHostBC grant.
- This report and any supporting documents must be submitted within 28 business days of the end of your event to the email address listed above.

SECTION 1: ORGANIZATION INFORMATION

Organization Name: (as it appears on the constitution)

Organization Mailing Address: Unit, Street, PO Box	City	Postal Code
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SECTION 2: EVENT INFORMATION (Please provide a brief report on the success of your event)

Event Name:

Event Description:

Event Location(s)	Tourism Region:
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Event Date:

How many volunteers were involved?

How many people attended/participated in your event? (please indicated the percentage of participants/attendees that travelled from out of town to the event)

Please attach or include links to any media coverage of your event.

SECTION 3: GRANT DISBURSEMENT INFORMATION

Grant Amount Received:

Please list the expenses covered by your Event Host BC Grant:

Please attach your completed event budget including actual expenses.



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SECTION 4: CERTIFICATION

We, the undersigned board members, certify on behalf of the organization that all of the information stated is correct and that the board of directors has approved the submission of this report.

**Signatures from two members of the Board/Executive Council are required.
(One member must be the Treasurer of the Organization)**

1.	Treasurer	Full Name:	
Email:		Telephone:	
SIGNATURE: X		Date:	
2.	Position: (in the organization)	Full Name:	
Email:		Telephone:	
SIGNATURE: X		Date:	

SECTION 5: DOCUMENT CHECKLIST (PLEASE ATTACH THE FOLLOWING TO YOUR REPORT)

<input type="checkbox"/>	Completed event budget including actual expenditure (please indicate which expenses were covered by your EventHostBC grant)
<input type="checkbox"/>	Community feedback or media coverage of your event