

# DRAFT SPONSORSHIP REPORTING REQUIREMENTS

## **Executive Summary**

- Provide a brief overview of the festival, the objectives, and the overall impact of the sponsorship.

## **Detailed Financial Report**

- Outline how the \$15,000 sponsorship was utilized with a detailed breakdown of expenses, such as event planning, venue rentals, marketing, and expenditures supporting the cultural or artistic goals and objectives of the festival (event or project).
- Submit copies of paid receipts.

## **Activity Highlights**

- Summarize the key activities and events that took place during the festival, including literary panels, workshops, performances, and exhibitions.

## **Attendance and Participation**

- Provide statistics on the number of attendees, community involvement, and the diversity of the audience.

## **Impact and Outcomes**

- Discuss the educational, cultural, and community impact of the festival, highlighting how the sponsor's support contributed to these outcomes.

## **Feedback and Testimonials**

- Share positive feedback from attendees and testimonials from participants to demonstrate the value and success of the festival.

## **Future Plans**

- Outline any future plans for the festival, including goals for expansion and continued community engagement, and express how the sponsor's support has laid a strong foundation for future events.

## **Visuals**

- Include photographs, videos, or any visual materials that showcase the festival's activities and the enthusiastic participation of the community.