



SPONSORSHIP REPORTING REQUIREMENTS

Note: Failure to submit this report may jeopardize future requests for funding.

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 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, detailing goals for expansion, continued community engagement, and strategies to secure additional funding, thereby reducing dependence on City resources for this event.

Visuals

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