



CITY SPONSORSHIP PROGRAM

Post-Event Report

All organizations that are approved for City Sponsorship funding are required to complete this report form no later than 60 days after the funded event/project is complete in order to apply for future sponsorships.

Organization Name:

Registered Federal Tax-Exempt ID Number:

Executive Director/CEO Name:

Name & Title of Person Preparing Report:

Email of Person Preparing Report:

Amount of Sponsorship Received (for this event only): \$

Name of Event:

Date of Event:

Event Location:

Number of Participants:

Estimated number of Participants
who are Riverside residents:

Do you conduct an event survey?

YES

NO

Please attach a list of all event sponsors and sponsorship amounts and electronic versions of your event marketing materials along with the report form.

Please list the goals of your event and briefly describe how your event addressed those goals:

How will any unmet goals be addressed in future years:

Please describe how your organization utilized the approved City Sponsorship funds:

What is the actual event budget: \$

Was a Special Event Permit required for the event?

YES

NO

Signature of Person Preparing the Report:

Date:

Print Name:

Signature: