



CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

SPONSORSHIP REPORT

Please complete this form within 60 days following the event, and not later than June 30 of the fiscal year in which the event took place. Information provided will be used in annual reports we submit and will help us manage our sponsorship program from year to year.

Attach additional pages if necessary.

Organization/Business Name: _____

Contact Person: _____

City, State, Zip: _____

Phone: _____ Email: _____

Name of Event: _____

Date of Event: _____

Total Event Revenue: \$ _____

Total Event Expenditures: \$ _____

Amount of City Sponsorship: \$ _____

Number of people who attended: _____

Was the event
free and open to the public OR ticketed (cost of admission: \$ _____)

Will this event take place next year? Yes No

Will you seek City sponsorship again? Yes No

List other sponsors/financial supporters of this event:

Brief description of event, including successes and challenges:

How did the event further the mission/goals of your organization:

How did your event create foot traffic, bring business opportunities for downtown restaurants and businesses, generate positive publicity, contribute to cultural arts programming downtown, and/or put Hagerstown 'on the map'?

Did your event have food trucks, food vendors, and/or alcohol vendors? Yes No
If so, how many? Please provide a list.

Signature and Title

Date

Please send the following attachments:

- event financial report
- digital or hard copies of sponsor benefits (eg – program advertisements, listings in press releases, photos of City logo on banner, etc.)
- digital photographs of event

RETURN TO:
Community Events Coordinator
dced@hagerstownmd.org
14 N. Potomac St.
Hagerstown, MD 21742