



**Washakie County Tourism Board  
(Worland/Ten Sleep Visitors Council)  
P.O Box 632, Worland, WY 82401**

**GRANT PROJECT REPORT & EVALUATION FORM**

*(To be filled out and returned within 60 days of completion of the project.)*

ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_ GRANT AMOUNT: \_\_\_\_\_

WHAT WAS YOUR EXPECTED ATTENDANCE TO THIS EVENT? \_\_\_\_\_

TOTAL # OF ACTUAL PARTICIPANTS \_\_\_\_\_ TOTAL # OF ACTUAL SPECTATORS \_\_\_\_\_

NUMBER OF *OUT OF COUNTY* PARTICIPANTS AND SPECTATORS: PROJECTED \_\_\_\_\_ ACTUAL \_\_\_\_\_

NUMBER OF *ROOM NIGHTS*: PROJECTED \_\_\_\_\_ ACTUAL \_\_\_\_\_

REASONS FOR INCREASE/DECREASE: \_\_\_\_\_  
\_\_\_\_\_

WHAT ADVERTISING FOR YOUR EVENT WAS MOST EFFECTIVE? \_\_\_\_\_

WHY? \_\_\_\_\_

LEAST EFFECTIVE? \_\_\_\_\_ WHY? \_\_\_\_\_

WHAT CHANGES OR IMPROVEMENTS ARE PLANNED FOR NEXT YEAR? \_\_\_\_\_  
\_\_\_\_\_

Attach copies and/or photos of all materials on which the WCTB was recognized as a sponsor.

Check the items for which WCTB grant funds were used:

- Brochures (Copy Attached)
- Posters and promotional flyers (Copy Attached)
- Billboards (Copy Attached)
- Magazine advertising (Copy Attached)
- Newspaper advertising (Copy Attached)
- Radio advertising (Copy Attached)
- Television advertising (Copy Attached)
- Travel trade shows (booth fees, registration fees & material production) (Copy Attached)
- Websites (Copy Attached)

THE FOLLOWING SHOULD ACCOMPANY THIS FINAL REPORT FORM:

1. All Paper work outlined in the, **Grant Guidelines for Payment/Reimbursement**.
2. Copies of materials described above.