

ACQUITTAL REPORT A

EVENT DEVELOPMENT FUND | MAJOR EVENT SPONSOR PROGRAM

\$5000 OR LESS

If you received funding of \$5,000 or less under the Event Development Fund or the Major Event Sponsor Program, you are required to return this Acquittal Report within 60 days of the conclusion of the event, or the end of the financial year, which ever falls first.

Event information	
Name of event	
Owner of event	
Amount of funding/sponsorship provided	
Venue	
Date of event	
Bump in date/s	
Bump out date/s	
No of competitors and supports staff/organisers Or No of delegates and support staff/organisers Or No of participants (stallholders) and event organisers This number is not to include spectators/audience numbers/attendees	
Economic Benefits	Estimated number of overnight visitors
	No of nights
	Estimated number of day trippers (from outside LGA)
	No of days

Social and Cultural Benefits	List 5 key outcomes of the event aligned to social and cultural benefits:	
	How does the event contribute to positive promotion of the Dubbo Region? (max 300 words)	

In your application for funding, you provided details of how the funds would be spent. Please outline expenditure and provide evidence of financial transactions.

Details	Amount
	\$
	\$
	\$
	\$
	\$
	\$

Please outline below the benefits provided to Council in return for the funding/sponsorship. Please refer to the Outgoing Sponsorship Matrix below. Please provide copies of materials or photographs evidencing the benefits returned.

Value of sponsorship

\$

DRC brand recognition on appropriate printed material

Distribute Regional marketing material such as Visitor Guides

Provide feedback to Council via survey seeking outcomes

Images of the event to support destination marketing activity (on request from Council)

Declaration

I / We certify that, to the best of my/our knowledge, all the information in this Acquittal Report is correct.

I / We grant permission for Dubbo Regional Council to include details provided in this Report in any relevant publications and / or reports. (Excepting financial accounting information.)

I / We grant permission for Dubbo Regional Council to include the enclosed photographs in any Council publications and/or report.

I/ We further declare that this Report has been submitted with the full knowledge and agreement of the management group / organisation and that I / we have the delegated authority to sign this document.

Name	
Position held	
Date	

Checklist

To ensure you comply with the requirements of this Report, please use this checklist and tick all boxes to indicate completion of all aspects of the Report.

- Answered all questions in this Acquittal Report.
- Attached copies of any photos, promotional material and press coverage received.
- Signed the declaration at the end of this Report.

You must return this completed Acquittal Report to Council within 60 days of the event's completion, or the end of the financial year whichever comes first. . Future funding support will not be provided if previous events are not acquitted.

Outgoing Sponsorship Benefits Matrix

Return benefits to Dubbo Regional Council

Value of sponsorship	Up to \$5,000	\$5,001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	More than \$20,001
DRC brand recognition on appropriate printed material	●	●	●	●	●
Distribute Regional marketing material such as Visitor Guides	●	●	●	●	●
Provide feedback to Council via survey seeking outcomes	●	●	●	●	●
Images of the event to support destination marketing activity (on request from Council)	●	●	●	●	●
Acquittal Form A	●	●	●	●	●
Acquittal Form B		●	●	●	●
Provide feedback to Council via survey seeking outcomes		●	●	●	●
Acknowledge DRC support via digital platforms (website / social media)		●	●	●	●
Acquittal Report provided no later than 60 days from the completion of the event		●	●	●	●
PA announcement or signage at the activity / event			●	●	●
Acknowledge support via pro-active promotion or advertising (radio / tv / print)			●	●	●
Complimentary tickets / invites to launch, VIP function or an event				●	●
Naming right of an event / activity or space					●