

## MAJOR EVENTS, FESTIVALS AND FILMS SPONSORSHIP ACQUITTAL

The purpose of the acquittal report is to confirm the sponsorship funding granted has been used for the purpose intended and as outlined in your original application.

This acquittal report is a written overview of your event outcomes and assists Council to evaluate its financial investment as well as providing information that will assist your organisation and Council in future Council plans.

You must return this completed acquittal report to Council within 8 weeks of the event's completion. Organisations may not be considered for further council funding if the acquittal conditions have not been met.

If you are having difficulties meeting the acquittal deadline or need assistance please contact the Events Officer and discuss the circumstances.

It is recommended that you refer to your copy of the original application and sponsorship agreement to assist you in completing this form.

### 1. Sponsorship and Event Details

Sponsorship Amount	
Event Name	
Event Date	
Organisation	
Address	
Phone	
Email	

### 2. Please outline how the key objectives of the event or festival were met as per your sponsorship agreement.

Sponsorship Activity	Outcome (benefits achieved)	How did you measure this?

### 3. Event Attendance

Estimated number of spectators	
Estimated number of participants	
Total	

#### Where did attendees come from?

Origin	Percentage equalling 100%
Residents from the LGA	
Day Trippers	
Overnight visitors	
<b>Total %</b>	

#### How was this information collated/measured?

*Please attach documentation in support of how visitation to your event was collated/measured.*

#### 4. Outline any community partnerships or support provided from our community/business organisations

#### 5. Will you be delivering the event/project/activity again in the future, if so please indicate learnings to improve future activities or describe how you will grow the event/project/activity.

#### 6. Please give details of possible new revenue streams for your event/project/activity if it is to occur again in the future.

#### 7. Do you have a quote about how this Council funding assisted you with your event/project/activity, which we may use in promotional activities?

Can we use your name in this quote?

Yes

No

## Recipient's declaration

I declare on behalf of our organisation that:

- To the best of my knowledge, information detailed in this report (and relevant attachments) is true and correct
- That the sponsorship funding received was expended solely for the purposes of this event/project/activity
- That all terms and conditions contained within the sponsorship agreement have been complied with
- The report has been submitted with the full knowledge and agreement of the management group/organisation that we have delegated authority for

## Representative

**Printed Name**

**Signed**

**Organisation**

**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 financial statements relating to the event

Enclosed copies of any photos, promotional material and media coverage received.

Signed the declaration

*You must return this acquittal report to Council within 8 weeks of the completion of the program/project/activity.*

Email: [events@wagga.nsw.gov.au](mailto:events@wagga.nsw.gov.au)

## Office Use Only

### Assessment of Acquittal Report

Event/Activity	Yes	No	Comments
Acquittal received 8 weeks from completion of event			
Event objectives were achieved			
The financial report was provided			
The event provided notable benefits to the community			
Council was recognised for its contribution to the event			

**Acquittal report assessed and reported by Council Officer:**

**Signed**

**Dated**