



ADVERTISING & PROMOTION COMMISSION MEETING/EVENT SUMMARY

Name of Organization/Event

The following items must be attached (check when attached):

- Actual expenses vs. budgeted expenses.
- Examples of programs, brochures, ads, etc. that were used to promote the event.
- Details of where funding money was spent.
- Complete exit survey summaries.

Number of attendees:

Number of rooms booked in Clarksville as a result of this meeting/event.

Proposed room usage:

Where did the meeting/event participants come from:

Regional

National

International

Please report sampling of the cities, states, and/or countries of origin for participants:

What restaurants in Clarksville were used for group dining?

How was the meeting/event promoted? How were Clarksville businesses promoted to participants?

The signee is confirming that what is reported is accurate and all requested information has been included. The Clarksville Advertising & Promotion Commission reserves the right to contact the signee for any additional information.

Signature:

Date

Name (print):

Please attach the following (check when attached):

Overall economic impact.

Budget vs. Actual

Items that feature the City of Clarksville logo.

Collateral to support event.

Other funding sources.