

2016 Roughrider Days Fair and Expo Grant Evaluation

Event Name _____

Amount of Grant _____

Name of Organization Receiving Grant _____

Contact Person _____ Telephone Number _____

Address _____

City/State/Zip _____

Event Start Date _____ Completion Date _____

Location of Event _____

On separate pieces of paper, answer the following:

1. Summarize the activities that occurred during your event in 2016. (Summary should be no more than two pages in length.)
- 2) Attach copy of income and expense summary for this event.
- 3) List the expenses totaling the amount of grant funding granted. Attach photocopies of the invoiced expenses for the amount of the grant funding spent.
- 4) List all sources of funding and amounts received for this event.
- 5) Provide an approximate number of people that attended your event, (not based on your grant application, but actual figures taken at this year's event).
How did you calculate your attendance figures?

Estimate what percent of visitors attending your event were Stark County residents.

Estimate what percent of visitors attending your event were not Stark County residents.

- 6) What methods were used to promote your event? (Other than what was done through the marketing committee efforts.)

7) What was most effective means of event promotion? What was the least effective? Why?

8) Was this event successful in 2016? Why or why not?

9) If you were to make changes for this event in 2017, what would they be?

Return evaluation form and required information by August 15, 2016 to:

Stark County Fair Association
P. O. Box 1341
Dickinson ND 58602

Circle or Check Each of the Items below

Roughrider Days Fair and Expo Grant Evaluation Checklist

Did you remember to include?

Summary of 2016 event activities	Yes	No
Copies of the expense invoices	Yes	No
A complete income and expense sheet for this event	Yes	No
Answers to all the questions on the evaluation sheet	Yes	No