

POLICY CS-21  
SPECIAL EVENTS POLICY

**APPENDIX E – EVENT REPORT (FUNDED OR MAJOR EVENTS ONLY)**

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Town of Sussex strives to continually improve its service delivery and to honour its commitments to event organizations. To this end, following an event, Sussex requires event organizers to submit an Event Report and a Feedback Questionnaire within 3 months following the completion of their event.

In your Event Report, please include details on the following points that apply to your event:

- Name of Event
- Date of Event
- Location of Event
- Event Highlights and Successes
- Event Overview
- Event Objectives
- Event Attendance
- Demographic Targets in Attendance
- List of Sponsors and Partners
- Final Budget (Actuals)
- Recognition of Town of Sussex Support
- Media Coverage
- Economic Spin-offs
- Volunteer Participation
- Issues encountered / Solutions found
- Details on how you plan to grow or improve your event in future years

**FEEDBACK QUESTIONNAIRE**

Please also remember to fill out the Feedback Questionnaire included in **Appendix D**.