



**HAWAII TOURISM AUTHORITY COMMUNITY ENRICHMENT PROGRAM 2022
FINAL REPORT FORM**

Organization:		Contract No:	
Program Title:		CEP Award Amount:	
Event Date(s):			
Contact:		Title:	
Email:		Phone:	
Project/Program Description (include goals and objectives):			



MARKETING & PROMOTION

- 4) Please describe your marketing and promotional efforts to reach visitors – pre and post arrival, as well as residents. Provide specific examples.

GREEN PRACTICES

- 5) How did you incorporate green practices to make your program and/or project environmental sustainable?

- 6) Describe how this project could be improved, including any significant plans for your 2023 program.

ADDITIONAL COMMENTS:



ATTACH COPIES OF THE FOLLOWING REQUIRED DOCUMENTS:

- Original Invoice for final payment.
- Proof of obtaining the remaining claimed cash matching funds (If applicable and if not previously satisfied).
- Completed **Final Financial Report of Actual Expenses and Income** signed and certified as to its accuracy and a detailed final Budget Narrative.
- Completed **2022 KPI Report** form.
- Final Schedule of all activities and events.
- Listing of all print and online publications, radio and TV (where applicable) that your project’s advertising and promotional material(s) are in. Please include:
 - 1) Print: title of publication, publication issue/month/date, circulation/readership.
 - 2) Online: website name, URL, dates
 - 3) Social Media: site(s), dates/or start and end, and frequency of posts
 - 4) Radio: Radio station(s) and audience reach
 - 5) TV: Station(s) and viewership reach
 - 6) Other: please specify
- Three to five (3-5) examples of your advertising (not duplicated ads) and promotional materials including, but not limited to, posters, flyers, brochures, news articles, print advertisements, and/or web pages with HTA sponsor recognition.
- Minimum of ten (10) high resolution digital photographs in jpeg format (high resolution at least 300 dpi); and/or video or other visual documentation of the event with appropriate release agreements to allow the use of these materials for promotional efforts by the HTA, the County and/or approved contractors. Please include the photographer’s name with submittal.

Submitted by:

Click or tap here to enter text.

(Name) (Title) (Date)

For Staff Use Only

Final Report Accepted by: _____
 (Island Chapter Staff Initial) (Date)

Final Report Accepted by: _____
 (Island Chapter Executive Director) (Date)