

## HAWAI'I 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):						

## **PROJECT IMPACT**

- 1) Identify below the method(s) from which you obtained the data for the reported Key Performance Indicator (KPI) measures, specifically the number of residents, visitors, and satisfaction.
- 2) Explain why you did or did not reach the expected outcomes for each measure listed above.



3)	Describe how this project benefited your community and visitors.				
MARKETING & PROMOTION					
4)	Please describe your marketing and promotional efforts to reach visitors – pre and post arrival, as well as residents. Provide specific examples.				
GR	EEN 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:					
ΑТ	TACH 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 <b>Final Financial Report of Actual Expenses and Income</b> 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:				
	<ol> <li>Print: title of publication, publication issue/month/date, circulation/readership.</li> <li>Online: website name, URL, dates</li> <li>Social Media: site(s), dates/or start and end, and frequency of posts</li> </ol>				

4) Radio: Radio station(s) and audience reach



5) TV: Station(s) and viewership reach6) Other: please specify

	Three to five (3-5) exa	mples of your advertising (not dup	olicated ads) and promotional ma	terials 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:							
	(Name)	(1	ītle)	(Date)			
For Staff Use Only							
Eins	al Report Accepted by:						
ГП	ar Report Accepted by.	(Island Chapter Staff Initial)	(Date)				
Fina	al Report Accepted by:						
		(Island Chapter Executive Director	r) (Date)				