





- 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.

## 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:

\_\_\_\_\_  
(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)