



**Tourism Enhancement Fund
Recap Form for Completed
Project/Event**

A recap must be completed and turned in within 30 days following completion of the project/event.

Project/Event _____

Project/Event Director _____ Phone _____

Completion Date of Project/Event _____

Include the following information:

- Brief overview of revenue/expenses.
- Number of people that attended, if applicable.
- Estimated number of room nights generated from the project/event.
- Comments on grant process and/or feedback on how the OPVB can help with projects/events in the future.

The project/event as named above has been completed.

Signature – Project/Event Director

Date

Please return completed submission form and receipts to:

OPVB, Executive Director, PO Box 670, Port Angeles, WA 98362.

Please call the OPVB office at 360-452-8552 or email diane@olympicpeninsula.org with any questions.