

# FOIRM THUAIRISCE IAR-IMEACHTA / POST EVENT REPORT FORM



Líon an fhoirm seo, le do thoil, tar éis don fhéile/imeacht a bheith críochnaithe agus cuir faoinár mbráid í laistigh de 60 lá i ndiaidh na féile.

Please complete after the festival/event has occurred and submit within 60 days of the festival taking place.

AINM NA FÉILE / AN IMEACHTA FESTIVAL/EVENT NAME	
DÁTA NA FÉILE / AN IMEACHTA DATE OF FESTIVAL/EVENT	
EAGRAITHE AG ORGANISED BY	
DEONTAS FAOFA € GRANT APPROVED FOR €	

**Tabhair achoimre ghairid ar na himeachtaí, le do thoil**  
**Please give a brief summary of events**

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**Príomhtharraingtí, príomhghnóthachtálacha & eochairthairbhí na féile / an imeachta**  
**Festival/event main attractions, achievements & key benefits**

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**Réimsí inar féidir feabhas a chur ar an bhféile/imeacht**  
**Areas for festival/event improvement**

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**An líon rannpháirtithe/cuairteoirí nó an líon ticéad a dáileadh:**  
**Number of participants/visitors or tickets distributed:**

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**Ceangail nó greamaigh anseo thíos, le do thoil, cóipeanna de phreasráitis nó naisc leis an gclúdach a deineadh sna meáin**  
**Please attach or paste copies of press releases or links to media coverage below**

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<p><b>Deimhnigh, le do thoil, gur chomhlíon tú na coinníollacha mar a luadh san Fhoirm Iarratais:</b>  <b>Please confirm that you have complied with the conditions as stated in the Application Form:</b></p>	
<p>Sholáthraíomar clár faofa na féile / an imeachta.                  We have delivered the agreed festival/event programme.</p>	<input type="checkbox"/>
<p>Taispeánadh lógó Chomhairle Cathrach &amp; Contae Phort Láirge agus lógó "Tabhair Cuairt ar Phort Láirge" ar gach ábhar clóite agus tugadh aitheantas dóibh ar láithreáin ghréasáin an imeachta agus ar na meáin shóisialta.                  Waterford City &amp; County Council and Visit Waterford logos appeared on all printed materials and were acknowledged on event websites and social media.</p>	<input type="checkbox"/>
<p>Deineadh earraí agus seirbhísí a sholáthar ar mhodh cothrom trédhearcach agus fuarthas luach ar airgead maidir le húsáid na gcistí.                  Goods and services were procured for in a fair and transparent manner with value achieved in the application of funds.</p>	<input type="checkbox"/>
<p>Chuireamar deiseanna labhartha/agallaimh/freastail ar fáil don Mhéara ar Chathair agus ar Chontae Phort Láirge, d'ionadaí an Mhéara agus don Phríomhfheidhmeannach, nó dá n-ainmnithe in ócáidí do na meáin, i seoltaí imeachta agus in aon ócáid eile a bhain le himeacht ar leith, mar ar iarr Comhairle Cathrach &amp; Contae Phort Láirge é sin.                  We have provided speaking/interview/attendance opportunities for the Mayor of Waterford City &amp; County, his or her deputy and Chief Executive, or their nominees at media conferences, event launches and any other event-specific function, where requested by Waterford City &amp; County Council.</p>	<input type="checkbox"/>
<p>Istigh leis an bhfoirm seo gheofar íomhánna oifigiúla an imeachta a bhféadfaidh Comhairle Cathrach &amp; Contae Phort Láirge feidhm a bhaint astu chun Port Láirge a chur chun cinn.                  Official imagery of the event that Waterford City &amp; County Council can use in promoting Waterford is attached with this form.</p>	<input type="checkbox"/>
<p>Tá cóipeanna d'admhálacha, atá ar cóimhéis le luach an deontais, curtha agam leis an bhfoirm seo.                  I have submitted copies of receipts to the value of the grant.</p>	<input type="checkbox"/>

**MIONDEALÚ AR CHAITEACHAS** Cuir cóipeanna d'admhálacha, atá ar cóimhéis le luach an deontais, faoinár mbráid, le do thoil

**EXPENDITURE BREAKDOWN** Please submit copies of receipts to the value of the grant

Caiteachas Expenditure	€
Táillí ealaíontóra/taibheora/scribhneora/cainteora Artist/performer/writer/speaker fees	
Costas trealaimh um chóras fógartha poiblí / um chóras closamhairc PA/AV equipment cost	

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Costais theicniúla agus táillí teicniúla Technical costs and fees	
Costais Slándála Security Costs	
Otharcharr, Cros Dhearg, Cosaint Shibialta Ambulance, Red Cross, Civil Defence	
Costas Margaíochta (agus an caidreamh poiblí, na feachtais sna meáin shóisialta, clódóireacht na mbileog san áireamh) Marketing Cost (including PR, social media campaigns, leaflet printings)	
Brandáil & comharthaíocht na láithreach (agus cóin tráchta san áireamh) Site branding & signage (including traffic cones)	
Costais oibriúcháin (riarachán, teicneolaíocht na faisnéise & óstáil, árachas, tuarastal & costais na foirne, cíós & íoc oifige, téamh, solas, guthán) Operational costs (admin, IT & hosting, insurance, staff salaries & costs, office rentals & rates, heat, light, phone)	
Costas Taistil & Cóiríochta do chuariteoirí/ do chainteoirí/ d'ealaíontóirí/ do thaibheoirí ag teacht ón gcoigríoch (nuair is bainteach) Travel & Accommodation Cost for visitors/speakers/artists/performers coming from abroad (when applicable)	
Eile (sonraigh, le do thoil) Other (please specify)	
Eile (sonraigh, le do thoil) Other (please specify)	
<b>Caiteachas Iomlán €</b> <b>Total Expenditure €</b>	

<b>Sínithe ag an mball de choiste na féile:</b> <i>Clóscríobh isteach é, le do thoil</i> <b>Signed by the festival's committee member:</b> <i>Please type in</i>	
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