



Post Event Documentation Form

Name of Event: _____

Date(s) of Event: _____

Primary Contact

Name: _____ Phone/Email: _____

Amount of Funds Issued: \$ _____

Brief Description on Use of

Funds: _____

MCVB requires all support funding post event documentation such as copies of paid invoices / receipts, advertising receipts, lodging folios, BEO contracts within 10 business days of event.

Event Notes (Optional): Was the event successful? Are there plans for a similar event next year?

Please Remit Post Event Documentation Via Mail or Email to:

Marin Convention & Visitors Bureau (MCVB)
1 Mitchell Blvd., Suite B, San Rafael, CA 94903

gina@visitMarin.org