

This document is a template. Please make a copy and adjust your sharing settings so that anyone can view the document.

Title (Event Name by team name)


 Proposer:


 Wallet address with set Identity(only DOT addresses accepted):

 Date of report submission:

 Event/Conference Name & link:

 Event type: **Sponsorship**

 Requested allocation: [amount] DOT (EMA7) / [amount] USD (including 10% slippage fee)

 Budgets Breakdown (all amounts must be in USD) → [Attach the sheet from your proposal with all of the invoices and transactions.](#)

☐ I UNDERSTAND THAT I HAVE TO SUBMIT A REPORT 1 MONTH AFTER THE EVENT, OTHERWISE I AM AWARE THAT I CAN BE BANNED.

 Proposal link:

 Email:

 Telegram Handle:

 Summary of the report:

 Photo drive link:

 Video drive link:

Link to any funds returned to bounty:

A good report should include the following key elements:

- **Link to the Previous Proposal:** Provide a direct link to the original proposal submitted for this event. This helps track the evolution of your event from planning to execution.
- **All Invoices:** Submit all invoices related to the event's expenses. It is crucial to provide accurate and complete financial documentation. Any refusal to provide invoices or the

submission of fabricated documents will result in the proponent being blacklisted from future funding opportunities and added to a public “Watchlist.”

- **Metrics:** Proposed vs. Reached: Compare the metrics proposed in your initial submission with those achieved. Include data proof to support your evaluation and demonstrate the event's effectiveness.
- **Event Description and Agenda:** Offer a detailed event description, including the agenda and key activities. This should give a clear overview of what transpired during the event.
- **Learnings:** Share key learnings from the event, including insights gained and valuable takeaways. Reflect on the lessons learned and how they might inform future events.
- **What Went Well and Why:** Highlight the aspects of the event that were successful. Explain the factors that contributed to these successes to provide context and understanding.
- **What Didn't Go Well and Why:** Discuss any challenges or issues encountered during the event and analyze the reasons behind them. This helps in understanding potential areas for improvement.
- **Event Footage:** Include photos and videos that document the event and capture its atmosphere and key moments.
- **Social Media, PR, and Marketing Content:** Provide links or copies of any social media posts, press releases, and marketing materials used to promote the event.

1. Context of the report

- a. **Describe your report and provide as much context as possible (500 words max)**
- b. **Which ecosystem projects were present and what did they do/achieve?**

2. Metrics

- a. **Please copy the metrics from your proposal and note how you performed in the “reached” column.**

Metrics Name	Target in numbers	Reached	Notes
Leads	100		
Hackathon submissions	30		
Sponsors	10		

3. Did you give out all of the merch? What was the feedback and result of doing so?
4. What kind of audience did you attract? How did your activations perform?

5. To whom are you passing the collected leads?

6. Learnings and observations:

- a. **What went well?**
- b. **What didn't go well?**
- c. **What did you learn?**
- d. **Any particular observations?**

7. Additional Information

- Please include any key information you would like to add.