|  |  |
| --- | --- |
| Name: |  |
| **Email:** |  |
| **Date of report:** |  |
| **Conference name:** |  |
| **Sponsorship amount:** |  |

Objective of the sponsorship

[Delete this placeholder and outline the specific goals and targets set for the sponsorship].

Overview of the event

[Delete this placeholder and provide a brief summary of how the sponsored event ran. Please include details, for example, number of attendees, identify international guests in attendance, how the event ran, any issues that arose].

Sponsorship deliverables

[Delete this placeholder and detail each promised benefit or exposure. Please include your reflections on whether or not each item was fulfilled. Please include photo examples where possible, for example, logo placement, mentions in promotional materials, social media exposure. Please identify any outstanding benefits or deliverables and the timeframe for delivery of these].

Financial details

[Delete this placeholder and provide a breakdown of how sponsorship funds were allocated and any surplus/deficit].

Benefits arising from the sponsorship

**What benefits did the sponsorship deliver for your local area (School, Faculty or Division), and the University more broadly?**

* [Delete this placeholder and add your observations about benefits delivered]
* [Delete this placeholder and add your observations about benefits delivered]

**Have any new or further opportunities arisen as a result of the sponsorship?**

* [Delete this placeholder and add details of relevant opportunities that have arisen]
* [Delete this placeholder and add details of relevant opportunities that have arisen]

Feedback

[Delete this placeholder and provide any feedback you would like to share about the sponsorship process].