



Jackson Hole Travel and Tourism Board
2021-2022 Event Sponsorship – Recap Report

Name of Event:

Thank you for hosting an event sponsored by the Jackson Hole Travel & Tourism Board. [This Recap Report](#) must be fully completed and submitted within **60 days following the event**. Each event is required to survey a random group of the attendees of the event. To receive full reimbursement of the event's granted funds, a completed voucher, copies of paid receipts or invoices, and a W9 must be submitted within **90 days following the event**. The final voucher cannot be reimbursed without a complete Recap Report.

Just a reminder...the TTB cannot reimburse for any alcohol, but can reimburse for "staging of events".

**PLEASE SUBMIT VOUCHERS AND BACKUP DOCUMENTATION TO:
Britney Magleby at britney@jacksonholechamber.com**