

**2018 Equestrian Queensland International Competition & Development Funding Program**

**Acquittal form**

**REPORT DATE:**

**EVENT NAME:**

**EVENT DATE:**

**The post event report is to be received within one (1) months of the event's completion and should include proof of the following KPI's to be eligible to receive payment of the EQ International Competition Funding Program:-**

- EQ will be recognised as a partner of the event for our support including the provision of:-
  - i. Press releases (if applicable)
  - ii. Acknowledgment on event online platforms
- EQ's logo is to be used and recognised as an event sponsor as part of all marketing collateral
- EQ branding should form part of the event promotion including:-
  - i. PA/MC recognition
  - ii. Logo recognition across all marketing collateral including event program, website, big screen, posters and other
  - iii. Program advertising (where applicable)
  - iv. Display of advertisement on big screen/live streaming (if applicable)
  - v. The OC will, as a minimum, invite the EQ Chair and EQ CEO to all special functions held as part of the event and, should they so wish, allows the EA representative to present an Award.
  - vi. Final overall budget for the event

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Key Deliverables	Description of how this was achieved/delivered	Evidence Attached
<b>EQ Recognition</b>		
<ul style="list-style-type: none"> <li>• Regular PA Announcements</li> <li>• EQ Signage present at the Event (please provide photo)</li> <li>• EQ Logo to be included in the Event Program</li> </ul>		
<b>MEDIA</b>		
<ul style="list-style-type: none"> <li>• EQ Acknowledged on social media e.g. regular Facebook Posts (please provide screen shots of posts)</li> </ul>		
<ul style="list-style-type: none"> <li>• Local or national media coverage</li> </ul>		
<b>MARKETING AND BRANDING</b>		
<ul style="list-style-type: none"> <li>• EQ's logo is to be used and recognised as an event sponsor as part of all marketing collateral</li> <li>• EQ Logo to be included in the Event Program</li> <li>• EQ advert (full page) to be included in the Event Program (EQ to supply)</li> <li>• EQ Logo on the event website and advertising material</li> </ul>		
<b>LIVE STREAMING</b>		
<ul style="list-style-type: none"> <li>• EQ Branding to be included in any Live Streaming (where applicable)</li> </ul>		
<b>FINAL BUDGET</b>		
<ul style="list-style-type: none"> <li>• Full profit and loss of the event</li> </ul>		



**Equestrian Queensland**  
**International Competition & Development Funding Program 2018**



PLEASE RETURN COMPLETED ACQUITTAL FORM WITH EVIDENCE OF ACHIEVED KPI TO:

Equestrian Queensland, P.O Box 1358 D.C Coorparoo QLD 4151  
[manager@equestrianqld.com.au](mailto:manager@equestrianqld.com.au)