



602 South Main, Joplin, MO 64801  
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## Bi-Monthly Report

**SECTION A:**

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**SECTION B:**

Status Report (complete form for all items that apply)

Item Completed	Date	#	Description of Progress
New Vendors			
New Sponsors			
Ads Placed			
Materials Printed/Distributed			
Registration Packets			
Website Update			
Event Site Secured			
Permits/Licenses			
Entertainment			
Tickets			
Host Hotel/Room Rates			
Attendees Registered			
Room Block Tracking			
Other:			

**SECTION C:**

List in the space below some of the goals to be partially or fully completed by the next bi-monthly report.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Signature of Project Manager

\_\_\_\_\_  
 Signature of CVB Director of Sales