|  |  |
| --- | --- |
| DOTLOGO2 | **On-Site Event****Monitoring Report** |
|  |
| **Date of Event:** |       | **Project Number:** |       |  |
|  |  |  |
| **Grantee:** |       | **Project Title:** |       |  |
|  |
| **Preparation for Visit** |
|  |
| Who is the grant contact for this event? |       |
| What is the contacts phone number? |       |
| Where is the event being held? |       |
| When is the event, date and time? |       |
| What type of event is this? |       |
|  |
| **Summary of Event** |
|  |
|       |
|  |
| **Participation** |
|  |
| Are handouts for this event attached? | [ ]  Yes [ ]  No | How many pages attached? |       |  |
| How many people attended this event? |       |  |
|  |
| **Comments (use additional pages if necessary)** |
|  |
|       |
| **DTS Signature** |
|  |
|  |  |  |       |  |       |  |
|  | Name |  | Title |  | Date Reviewed |  |
|  |
| **Reviewed By (Optional)** |
|  |
|  |  |  |       |  |       |  |
|  | Name |  | Title |  | Date Reviewed |  |