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| DOTLOGO2 | | | | | | | | | | | | | | | **On-Site Event**  **Monitoring Report** | | | | | |
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| **Date of Event:** | | |  | | | | **Project Number:** | | | | |  | | | | | | |  | |
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| **Grantee:** | |  | | | | | | | | | **Project Title:** | |  | | | | | |  | |
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| **Preparation for Visit** | | | | | | | | | | | | | | | | | | | | |
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| 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? | | | | |  | | | | | | | | | | | | | | | |
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| **Summary of Event** | | | | | | | | | | | | | | | | | | | | |
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| **Participation** | | | | | | | | | | | | | | | | | | | | |
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| Are handouts for this event attached? | | | | Yes  No | | | | | | How many pages attached? | | | | | | |  |  | | |
| How many people attended this event? | | | |  | | | | |  | | | | | | | | | | | |
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| **Comments (use additional pages if necessary)** | | | | | | | | | | | | | | | | | | | | |
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| **DTS Signature** | | | | | | | | | | | | | | | | | | | | |
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|  | Name | | | | |  | | Title | | | | | |  | | Date Reviewed | | | |  |
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| **Reviewed By (Optional)** | | | | | | | | | | | | | | | | | | | | |
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|  | Name | | | | |  | | Title | | | | | |  | | Date Reviewed | | | |  |