Date: YYYY / MM / DD

To: **The Embassy of Japan in Denmark**

Name of the Organization:
Title of the Representative:
Name of the Representative: (Signature)
Phone Number:
Name of the Contact Person:

Event Report

I/We hereby report that the project, which was endorsed as a commemorative event for the "160th Anniversary of Japan-Denmark Diplomatic Relations" on [Date of Endorsement: YYYY / MM / DD], has been completed, and the details are provided below.

1. Title of the Event

2. Name of the Organizer(s)

3. Name of Co-organizer(s), Supporter(s), and Supporting Organization(s)

4. Period of the Event
From: YYYY / MM / DD to YYYY / MM / DD

5. Venue / Location of the Event

6. Media and Record of the Official Logo Usage
(e.g., Printed on brochures: Printed on YYYY/MM/DD; Posted on the website: Uploaded on YYYY/MM/DD)

7. Outline of the Event (Please attach supplementary documents if any)
*For charity events, please also specify the organization/project to which the donation was made and the intended use of the donated funds.

8. Existence of Surplus or Deficit
*If a surplus or deficit has occurred, please be sure to specify its intended use or how it will be covered below.

☐ No surplus or deficit ☐ Surplus occurred ☐ Deficit occurred
(Please check the applicable box.)

9. Special Remarks / Other Notable Points