

Procedures for Filling Out the Matrix

1. Attendance

A.) Fill in the Total Attendance in first line;

Fill in the Number of Youth Attendance in the second line.

B.) In the next three lines fill in the amounts for the tourism.

(These will add horizontally, *not vertical*, otherwise it would be counted double)

2. Artists

Fill in the next seven lines with the total of artist that fit each category.

(It will add horizontally and vertically)

3. Events

A.) In the first box of each column put the number of events and in the second box in the column put the number of attendance.

B.) In the last three lines enter the total of tickets that fit each category.

(It will add horizontally and vertically)

4. Administration

Fill in the total for each category.

(It will add vertically and will give you an average horizontally for the whole year)

To change Header to include Organizations name.

Click on File on tool bar

Click on Page Setup

Click on Header/Footer

Click on Custom Header

Highlight the word “(AGENCY)” and type your organization’s name

Click on OK

Click on OK again.